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Office of Personnel

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STAFF PAPER

PROJECTED WORK PLANS FISCAL YEAR 1964 ×

U. S. DEPARTMENT OF AGRICULTURE

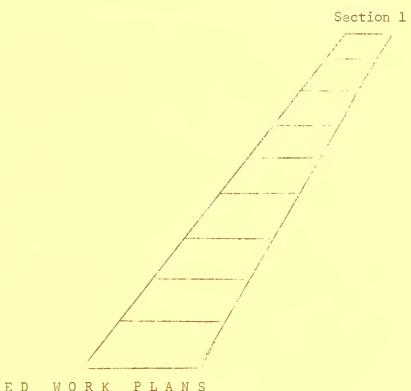
U. S. DEPT OF MORICULTURE
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	Health, Safety, and Welfare Division	6
	Policies and Procedures Division	7
	Security and Employee Conduct	





PURPOSE OF

PROJECTED WORK PLANS

WHY PLAN?

We plan in order to accomplish any type of task. But to what degree do we plan? For how long? How formal should we be?

The task and situation dictate the answers to these questions. Some things require only a short time -- an hour, a day, or a week. Most of the important functions of the Office require continuing periods of effort to complete. Some will never be completed! But, in any case, we need some uniform format for our planning.

Why do we have "projected work plans?"

Our projected work planning is designed for and considered essential for any type of work we do except emergencies or routine services that change from day to day. But, even some of this latter type might be systematized through a formal, planned approach. These are the kinds of questions which were used by the Office in developing the work plans and which those who review or use them might be thinking of as they read them:

- 1. Will the plan assist with implementing the project in an orderly way?
- 2. Do others in the Office have duties related to the project which could be done more effectively if they knew the "what, when, and who" about it?
- 3. Could your agency counterparts operate better if they knew about your plans?
- 4. Does the project contribute toward long-range goals?
- 5. Are changes included which conform to valid findings of inspections, audits, and reviews?

- 6. Is the project one which could be done better if this Office and the agencies had coordinated plans?
- 7. Will the results of the project be useful or needed for evaluating your work or making up various required reports, such as budget statements, manpower utilization reports, and management improvement reports?

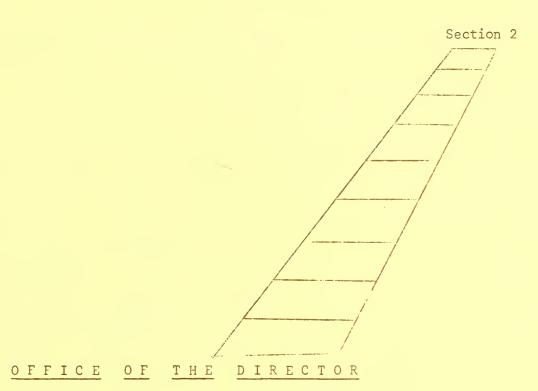
The format of these Projected Work Plans is designed for the combined use of this Office and for supplying OMASD with reports for its Management Improvement Project system.

Again, we emphasize that although we have improved our use of this system after a year's experience, we do not claim any great degree of success. However, we do believe strongly in the value of such planning to the degree that it is perfected and used.

May we request your careful review of these plans for Fiscal Year 1964 and ask that you use them to the extent practicable.

Director of Personnel

Cal B Burner



OP-1	U. S. DEPARTMENT OF AGRICULTURE	l. Classification
5-63		No. 5 : Category: Personnel Management
	PROJECTED WORK PLANS and	2. Date of Report :3. Project No.
	MANAGEMENT IMPROVEMENT PROJECT REPORT	: 0P-1
4. Pro	ject Title : Project Objective:	
		ain a system of integrated planning of personnel management
	sonnel Management : functions.	
101	:	
5. Typ	e of Report	: 6. Time Schedule (Dates)
	-	:Initiation :Completion of Study: Installation
/ / P	roposal / / Initial / / Interim / / Impleme	entation : 4/1/63 : :
7. Sub	mitted by:	:8. Approyed for Agency (Signature)
C.	O. Henderson. Assistant Director	: Call Barner
	st Data	:9. Title
		Director of Personnel
		: Assigned : Target: Progress as of : Progress as of
		: To : Date : 12/31 : 6/30
	oject Plan Data	: : :
Α.	Develop OP long-range goals and plan their im	
	tion through cooperative efforts between OP a	nd agenciés. :
	1. Send agencies á complete package of mater	
	developed on goals to date.	Henderson: 7/15:
	2. Hold meeting of personnel officers and re	
	tives of employee organizations to discus	
	and plans for finalizing and implementing	
	3. Agencies review and revise goals and reac	
	Step 3, Implementation of Goals.	: Paulson : 9/16 : :
	4. Synthesize and coordinate agencies' react	
	5. Develop a put into effect plans for getti	
	ment of a representative group of staff a officials in finalizing goals and plans f	
	implementing them.	: Henderson: 11/15:
	6. Arrange for and conduct a conference as a	- ·
	mation of effort listed under (5).	: Henderson: 12/9
	mation of effort fisted under (5).	• Hender Son • 12/3 • • • • •
B	Maintain a system for planning work required	· · · · · · · · · · · · · · · · · · ·
<i>D</i> •	accomplish annual objectives for OP functions	
	projects; implement long-range plans; and coo	
	the activities within OP and with agency prog	
	the detriction mithin or and mith agency prog	0 0 0
	1. Preparation of work plans	
-		



	Supplemental Sheet OP-1			Progress as of	
		: To	Date:	12/31	: 6/30
). Proje	ct Plan Data	•			•
	a. New projects b. Continuing projects, when projects need to	Henderson	As need		
	be updated or changed	:	01. 0/30		:
2.	Preparation of reports on work plans	Paulson	12/31 and		•
	a. For O.P. as sources of information for: recurring and special reports; basis for co- ordination within OP and between OP and agen- cies; and evaluate progress made toward achieving long-range plans.		6/30		:
	b. For OMASD as a source of information for Management Improvement projects.c. For the Secretary's Office, Department, and other Federal staff agencies as a source of	Paulson	As needed		:
	data needed in the development of over-all plans and for making decisions.	Barnes & Henderson			
	termine needs for change in personnel management licies and programs.	:			
	A list of problems were highlighted by the survey based on four questions to participants of the PPRM in August 1962. Send results of (1) above with a memo to agency heads requesting they get considered views of representative officials such as Washington division heads and branch chiefs of personnel activities; also, field agency personnel specialists and managers of relatively large field installations, as to the:	Glickman	Comp.		
	a. Soundness of the analysis of the results of the PPRM as well as of the personnel management problems still needing attention.	: :			
	b. Add other personnel management problems and needs which affect their operations.	Barnes & Henderson	9/16		•



ta e and classify the res		:			12/31	: 6/30
		-	•	:		•
y by problem areas, ago suggestions, and location or field. Integrate	ency, type of tion, i.e.,	Glickman Henderson		11/15		:
nd determine need for and steps in the light of anning.		Evaluation Committee		12/16		: : :
is a need for further sk the agencies to reco officials best qualif- ip role for defining po- sentative locations over	ommend the names ied to assume a roblems at 10 to	Henderson	n .	12/12		: : : :
for the leaders selected at a central point for nd more completely defably determining the why ld also be given assist selecting a represent of their respective areas. To further define and they relate to the integrations and the experience ants of the workshop.	a workshop to ine the problems, of the problem. tance in the technative group of the Dept. located These would be refine the problem of PPRM	Henderson		/20/64		
analyze, and reclassify workshops for study by e and other appropriate	y the Evaluations	Henderson	2	/12/64		
other available judgments of the personnel managements.	ent of Dept. and urther action in nt needs of the	:		•		
ai (fi tl	reas developed under o other available judgme Ficials in planning fu he personnel managemen	reas developed under (7) would be used other available judgment of Dept. and ficials in planning further action in the personnel management needs of the is assumed that another Personnel	Henderson : reas developed under (7) would be used other available judgment of Dept. and ficials in planning further action in the personnel management needs of the	reas developed under (7) would be used other available judgment of Dept. and ficials in planning further action in the personnel management needs of the	reas developed under (7) would be used other available judgment of Dept. and ficials in planning further action in the personnel management needs of the	Henderson 2/12/64 reas developed under (7) would be used other available judgment of Dept. and ficials in planning further action in he personnel management needs of the



	Supplemental Sheet OP-1		: Target: : Date:	Progress as of 12/31	: Progress as of
0. Pr	oject Plan Data	•	:		•
	Policy Meeting might develop from this and the	:	: :		•
	long-range planning efforts.	Henderson	2/12/64		•
	9. Plan and conduct the 2nd Personnel Policy Review Meeting to be held.	: Henderson	4/20/64		
D.	Finalize long-range goals and plan their implementation.	Henderson	4/20/64		• • • • • • • • • • • • • • • • • • •
	Steps to be taken:	:	: :		•
	1. A complete package including:				•
	 a. A list of the goals developed to date by OP, b. An explanation of how the goals were arrived at, including background information, and c. A set of reference material which OP has used 				
	as a partial basis for the goals.	Henderson	7/15/63		:
	 A meeting of the agency personnel offices and representatives of the employee organizations to be conducted for the purpose of discussing the goals and plans for finalizing and imple- 	:			
	menting them.	Barnes	7/22/63		•
	3. Request will be made for agencies to review and revise the goals and indicate their reaction to Step 3 or planning the "implementation of the	•	: :		•
	goals."	Barnes	9/16/63		:
	4. Integrate and synthesize the reaction of the agencies as requested under (3) above.	Henderson & Glickman			•
	5. Plan and provide the means for preparation by representative Dept. officials to finalize the	•	:		0 0 0
	goals and agree on a plan of action. (This process will adhere to the principle of in-	•	•		:
	volvement which would require that line officials		\$ 11 /15 /63		•
	assist with the final stages.)	Henderson	; -TT\T2\03		•



		Supplemental Sheet OP-1	: Assigned : To	: Target: : Date :	Progress as of 12/31	: Progress as of 6/30
0.	Project	Plan Data	•	: :		: 0,00
			:	: :		•
	6.	The steps outlined above for involving selected	:	:		•
		agency line and staff officials to assist in the		: :		•
		study and plans for implementation will culminate	e :	:		•
		in a conference of three days or more. At this	:	:		•
		conference it is expected final decisions will	•	:		•
		be made on what the goals for 1973 should be,	:	:		•
		with definite plans for achieving them.	: Henderson	: 12/9/63:		•
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1. Cla	ssification		
5-63 Office of Personnel :No. 5					
PROJECTED WORK PLANS and :2. Date	of Report		:3. Project No.		
MANAGEMENT IMPROVEMENT PROJECT REPORT :			: OP-2		
4. Project Title : Project Objective:(1) Supervi	se applicati	ion of 8 AR	Chapter 2.5; (2) maintain liaison	
Inspection Coordination :with CSC and its inspection pro	grams; (3) k	keep staff	of OP fully advi-	sed of relevant items	
greated from reports; (4) direc	t agencies t	o take cor	rective action w	here needed.	
: Implements PPRM Recommendations	Nos. 5 and				
5. Type of Report	•		me Schedule (Dat		
CONTRACTOR AND ADMINISTRATION OF THE PARTY O	:Initiation		letion of Study:	Installation	
/ / Proposal / / Initial / / Interim / / Implementation			:		
7. Submitted by: N. R. Bear, Assistant to the Director	:8. Approve		cy (Signature)		
11. Cost Data	:9. Title				
		or of Perso			
	: Assigned	: Target:	Progress as of	: Progress as of	
	: To	: Date:	12/31	6/30	
10. Project Plan Data	•	:		•	
1 01:1 6	•	:		•	
1. Obtain from agencies their annual evaluation programs.	: Bear	: 8/1/63:		•	
2 Obtata and a 1 1	:	:		•	
2. Obtain copies and analyze agency inspection reports.	: "	: " :		•	
3 Individuo fallos un chana du Marta d	. 11			•	
3. Initiate follow-up where indicated.	•	Continuing		•	
4. Review and analyze CSC inspection reports.	. 11				
The review and analyze 656 inspection reports.				•	
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OP-1 U. S. DEPARTMENT OF AGR	TCULTURE:					1. Cla	ssification		
-63 Office of Personnel		0. 5							
PROJECTED WORK PLANS		. Date o					:3. Project No.		
MANAGEMENT IMPROVEMENT PRO	JECT REPORT :			-			: OP-3		
4. Project Title : Pr	oject Objective:								
	Assist agencies of t								
MICH	staffing requirement								
	re a capable effectiv	ze defen	se d	organiza	ti				
5. Type of Report			:				me Schedule (Date		
			:Initiation :Completion of Study: Installation						
/ / Proposal / / Initial / / I	nterim / / Implemen	tation		7/1/63		:	:		
7. Submitted by: N. R. Bear, Assistant to the Direction	ctor 7204b		:8.			for Ager	Same		
11. Cost Data			:9.	Title			_		
			:			of Pers			
			: A	_	:	_	Progress as of	-	
			:	To	:	Date:	12/31	: 6/30	
10. Project Plan Data			:		:	•		•	
1. Coordinate Department needs for	or manhower in an att	emnt	:						
to satisfy all requirements fr			•	Bear	Gor	: ntinuing		•	
	om water the popular		•	Boul	:	:		•	
2. Assist in the distribution and	interpretation of C	SC	:		:	:		:	
Emergency and Disaster Regulat					:				
field staff will be fully informed.				Bear	:	11			
			:		:	:		:	
3. Keep USDA employees informed and trained on emergency mobilization and survival procedures.		ency	:		:			:	
			:	Bear	¥	" :		:	
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :			1. Cl	assification				
	lo. 5	5 : Category: Personnel Management						
	. Date of R							
MANAGEMENT IMPROVEMENT PROJECT REPORT :				: OP-4				
4. Project Title : Project Objective:								
: (1) Develop and maintain	n a Departm	ent plan	for cont	rolling requests	for Selective Servic			
Deferment : deferment of Department	employees	from mil	itary ser	vice; (2) assist	the Director in the			
: application of the Pres	ident's pol	icy rega						
5. Type of Report	:			ime Schedule (Dat				
		itiation	:Com	pletion of Study:	Installation			
/ / Proposal / / Initial / / Interim / / Implemen		4/16/62	 	:				
7. Submitted by: N. R. Bear, Assistant to the Director	10:	Ca		ncy (Signature)				
11. Cost Data	:9.	Title						
	:			of Personnel				
	: A	_	_		: Progress as of			
	:	To	: Date :	12/31	: 6/30			
10. Project Plan Data			:		•			
1. Prepare and issue policy statement.	•	Bear	12/31/63		•			
- I I of all all abbas posted beatements.	•	Dear			•			
2. Assist agencies in designation of "Key Positions"	as ·		•		•			
described in CSC Mobilization Circular No. 6.		11	6/30/63		•			
	•		. 0/30/03		•			
3. Work with MODE project to obtain capability to pro	oduce :		• •		•			
information on military obligations of employees.		11	: 1/1/63 :		•			
			:					
4. Obtain an annual report of Reservists by categorie	es.	11	Annually.		•			
	:		:					
5. Work with agencies to insure key jobs would be	:		:		•			
backstopped in an emergency.	:	11	: " :		•			
	:		:		•			
Review annually with the Department Deferment Com			: :		•			
and Special Assistant to the Secretary for Defense			:		•			
impact of military obligations upon the Department	t's :		: :		•			
manpower.		11	: " :		•			
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :	1. Classification
	No. 5 : Category: Personnel Management
	2. Date of Report :3. Project No.
MANAGEMENT IMPROVEMENT PROJECT REPORT :	: OP-5
4. Project Title : Project Objective:	
National Defense Executive : Maintaining a comprehe	nsive Executive Reserve manpower pool for emergency mobilization
Reserve : to carry on critical D	epartment functions.
5. Type of Report	: 6. Time Schedule (Dates)
	:Initiation :Completion of Study: Installation
/ / Proposal / / Initial / / Interim / / Impleme	
7. Submitted by:	:8. Approyed for Agency (Signature)
N. R. Bear, Assistant to the Director	
11. Cost Data	:9. Title
	: Director of Personnel
	: Assigned : Target: Progress as of : Progress as of
10 Decision Discourse	: To : Date : 12/31 : 6/30
10. Project Plan Data	
1. Obtain nominations from agencies.	i i i i i i i i i i i i i i i i i i i
1. Obtain nominations from agencies.	Bear Continuing
2. Screen and process designation of Reservists.	· · · · · · · · · · · · · · · · · · ·
2. better and process designation of Reservists.	
3. Coordinate asancy training of Reservists.	Bear "
or description in the state of the services.	Draheim :
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OP-1	U. S. DEPARTMENT OF AGRICULTURE			1. C1	assification			
5-63	Office of Personnel :No. 5 : Category:							
		- 6/26/62 OD_6						
	MANAGEMENT IMPROVEMENT PROJECT REPORT :		0/	20/03		UI-0		
4. Pr	roject Title : Project Objective:							
	oyee-Management E.O. 1098							
Coop	eration: E.O. 10988 to attaining optimum	benefits	for the emp	oloyees, n	anagement, and pul	olic.		
5. Ty	pe of Report		:	6. T	ime Schedule (Date	es)		
			:Initiation		pletion of Study:	Installation		
	Proposal / / Initial / / Interim /X / Implement							
	ubmitted by: bert L. Hill, Assistant to Director	L			ency (Signature)			
11. (Cost Data		:9. Title					
					or of Personnel			
					Progress as of			
10 F	Project Plan Data		: To	: Date	12/31	6/30		
	To keep instructions current for implementing		:Hill, as-	:As re- :		•		
	E.O. 10988.		:sisted by			•		
			:McCausland	i:		:		
			:	: :		:		
١	USDA".		: "	:8/1/63 :		:		
C. T	To train USDA managers in basics of the policy as	nd	. 11	: When		•		
	program thru SIMM and SED.		•	:Seminar		•		
•				:are held				
			:	:		:		
	d. To prepare Staff Paper of reference materials to be used in training under "c", preceding, and for Personnel		: "	:9/1/63 :		:		
			:	:		:		
	Officers and their staff specialists.		•	:		:		
e. r	To conduct an "institute" with Personnel Officer:	e etaff	. 11	:9/13/63:				
specialists, employee organization leaders on ways of		•	:		•			
	cooperation to achieve positive benefits.		:	: :		•		
			:					
f. To keep employees generally informed re the program thru items in "USDA" and other media.		:	:When :		:			
		•-	:events:		:			
			•	occur :		•		
g. To recognize employee organizations that apply and are eligible.		nd are	. 11	: When		•		
		•	they		•			
			•	apply		•		
***************************************			•			•		



	Supplemental Sheet OP-6	: Assigne				
		: To		Date:	12/31	: 6/30
LO.	Project Plan Data	•	•	•		:
1.	To obtain and consider systematically the views and recommendations of employee organizations in developing and establishing personnel policies and programs.	Hill, assisted by McCauslar	y :	sues :		: :
. 0	To get feedback from employee organizations re the effectiveness of established policies and programs and/ or of their administration.	: 11	•	11 :		: : : : : : : : : : : : : : : : : : : :
•	To represent USDA on the IAG Committee on Employee- Management Cooperation; maintain liaison with Department of Labor.	: 11		Con- tinuing		:
	To plan and coordinate activities of the USDA Employee- Management Cooperation Council and to maintain con- tinuing official relations with employee organizations recognized at the national level.	: 11	•	:		:
•	To represent the Department in negotiating agreements with employee organizations.	11		As re-		:
lo	To consult with organizations leaders, management representatives, and others re technical and administrative problems.	: 11		11 :		:
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OP-		j p	1. Classification						
5-6	3 Office of Personnel :	:No. 5 : Category: Personnel Management							
	PROJECTED WORK PLANS and	2. Date o	f Report		:3. Project No.				
	MANAGEMENT IMPROVEMENT PROJECT REPORT	•	6-26-	63	: OP-7				
4.	Project Title : Project Objective:								
7 0									
Pe	rsonnel Legislation To further proposed programs of USDA and	personnel its inst	legislatio rumentaliti	n deemed es	to be of Deneilt to	o employees and			
5.	Type of Report		:	6. T	'ime Schedule (Date	es)			
	•		: Initiation	Con	pletion of Study:	Installation			
/	/ Proposal / / Initial / / Interim / X/ Impleme	entation	: During F	Y 1964	•				
7.	Submitted by:	-	:8. ADDROWE	ed for Age	ency (Signature)				
	Robert L. Hill, Assistant to Director of Person	mel L	: 00	al.	Barnes	_			
11.	Cost Data		:9. Title						
			•						
			: Assigned		Progress as of	: Progress as of			
			: To	: Date :	12/31	: 6/30			
10.	Project Plan Data		•	:		•			
a.	To solicit and receive recommendations from agen	cies	: Hill	Contin-		•			
-•	regarding needed personnel legislation or specif		:	uing :		•			
	proposals for legislation and to do technical an		:	: " :		:			
	administrative work required to promote those re		•			:			
			•			•			
	mendations and proposals determined to be in the		•			•			
	interests of the Department.		•	•		•			
_			• ,	•		•			
b.	To review draft bills referred to USDA for comme		: 11	: 11 :		•			
	committees of the Congress or by the Budget Bure		•	:		•			
	to prepare reports thereon or to assign them for		•	:		•			
	preparation of reports by subject-matter special	ists and	•	:		•			
	to review and edit such reports as necessary.		•	:		•			
	·		:	:		•			
c.	To confer with representatives of employee organ	izations	5 11	: H :		•			
	regarding needed or proposed legislation and asc		•	:		:			
	the views of such representatives and the position		:			•			
	their organizations.	OHS OI	•			•			
	their organizations.		•	•		•			
4	The admires OR straff months of the strain o		•	•		•			
d.	To advise OP staff members of procedural require		McCausland	: 11		•			
	in processing legislative proposals and reports.			:		•			
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OP-	1 U.S. DEPARTMENT OF AGRICULTURE :		1. C1	assification	
5-6		5 : Categ	ory: Pe	rsonnel Managemen	t
		e of Report		:3. Project No.	
	MANAGEMENT IMPROVEMENT PROJECT REPORT :	7/8/63		: OP-8	
4.	Project Title : Project Objective: To provide leadership to the	e Department	in develop	ing a variety of	programs and project
Int	ergroup Relations that will improve intergroup qualified minority group per	p relations a rsons employe	nd promote d or seeki	equal employment ng work in the De	opportunity for <u>all</u> partment
5.	Type of Report	:		ime Schedule (Dat	
,		:Initiatio		pletion of Study:	Installation
	/ Proposal / / Initial / / Interim /X / Implementation		Fiscal:Yea		
W.	Submitted by: 524 illiam M. Seabron, Assistant to the Director of Personne	1: Ca	ed for Age	ncy (Signature)	
11.	Cost Data	:9. Title		6.7	
		*		of Personnel	
		: Assigned : To	: Target: : Date :	_	: Progress as of : 6/30
10.	Project Plan Data	:	· Date ·	12/31	• 0/30
	Determine impact of "race" on employment opportunity,	Seabron	:		•
10	through ADP, through comparisons on grade, education,	:	:		•
	training, tenure, etc.	•	:		. •
	,	•	:		•
2.	Annual Executive Review of Equal Employment Opportunit	y : "	Feb '64:		•
	(EEO) progress.	•	:		•
		•	•		•
3.	Participate in SIMM-SED training programs.	• "	Contin-		•
/.	Integrate recruitment activities more closely into	:	uing		
4.	Examination and Employment Division program. Visit	•			•
	integrated schools with sizeable Negroother non-whit	e :	:		•
	students enrollment. Continue visits to Negro land-	•	: :		•
	grant colleges and universities.	: 11	: 11 :		•
		•	:		•
5.	Plan interagency regional or area meetings to review	. 91	: 11 :		•
	EEO activity and provide guidance to improve handling	•	:		
	of this responsibility in the field. (President's	•	•		
	Committee to discontinue these meetings in the field)	•	•		•
6	Consult on agency plans to add Intergroup Relations	: 11			•
٠.	Specialists - providing some initial orientation and	:	:		
	training where necessary. Coordinate Department	:	: :		•
	EEO efforts.	•	:		•
		:	:		•
		•	: :		•



OP-1 U.S. DEPARTMENT OF AGRICULTURE :		1. Cla	ssification	
	: Catego		sonnel Management	
	of Report		:3. Project No.	
MANAGEMENT 1MPROVEMENT PROJECT REPORT :	*		: OP-50	
4. Project Title : Project Objective:				
Career Programs To develop program input for	MOHR (see PP	RM Recommer	ndations 13, 29, 3	7, and 38).
:				
5. Type of Report	•		me Schedule (Dates	
	:Initiation	*	letion of Study: 1	Installation
/ / Proposal / / Initial / / Interim / / Implementation	: 7/1/63		/30/64	
7. Submitted by:	8. Approve		gy (Signature)	
Albert S. Glickman, Chief, Personnel Research Staff 11. Cost Data	:9. Title	in B	-Barner	
II. COSt Data		of Personne	.1	
			Progress as of	Progress as of
	: To	: Date :	12/31	6/30
10. Project Plan Data	:	: :	22702	0,00
,	•	:		
Complete, in collaboration with cooperating agencies,	: Harmon	:12/31/63		
work groups and OMASD, working outlines of at least	: Mayeske	:		•
three selected career programs for implementation in	•	:		0
MOHR during 1964	:	:		
	•	:	:	
Operational implementation of same	: Mayeske	:1/31/64:	;	•
One for which worm the desired and the control of t	: 01/ 1			•
Confer with MOHR Steering Committee, agencies, and OMASD,	: Glickman			
to assist in developing career planning programs within the MOHR system, and to specify related research problems	•	uing :		
the monk system, and to specify related research problems	•	•		•
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OP-1 U.S. DEPARTMENT OF AGRICULTURE	· · · · · · · · · · · · · · · · · · ·		1. Clá	ssification	
5-63 Office of Personnel	:No. 5	: Catego		sonnel Management	
PROJECTED WORK PLANS and	:2. Date c	of Report		:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT	0			: OP-51	
4. Project Title : Project Objective:		- · · · · · · · · · · · · · · · · · · ·			
: To conduct research	to develop	p improved	performance	e record systems (see PPRM
Critical Requirements : Recommendations 13 a				-	
					·
5. Type of Report				me Schedule (Date	
		:Initiation	4	letion of Study:	Installation
/ / Proposal / / Initial / / Interim / / Implement	entati o n	: 7/1/63		6/30/64 :	
7. Submitted by:		/ /	- //	ncy (Signature)	
Albert S. Glickman, Chief, Personnel Research Staff		:9. Title	art	12 /3 asm	<u> </u>
11. Cost Data		: Director	of Person	ne l	
Printing - \$140.00				Progress as of	· Progress as of
TITILE YIFO.OO		: To	: Date:	12/31	: 6/30
10. Project Plan Data		:	: :	12/01	: 0,00
		•	:		
Continue to coordinate collection of critical incid	lents	: Harmon	9/1/63 :		:
from General Foresters, Soil Conservationists, Plan	nt	0	: :		:
Quarantine Inspectors, Automatic Data Processors,		:	:		•
Personnel Officers, and Accountants		•	:		:
		•	:		•
Advise with representatives of above groups in anal		: Harmon	:12/31/63:		•
of critical incident data and preparation of perfor	mance	0	:		•
record forms		•	:		•
Durant de territorial material for vicina of conform		: However	12/21/62		•
Prepare instructional material for users of perform	nance	: Harmon	:12/31/63;		•
record		•			•
Prepare first Personnel Research Series report on		· Harmon			•
development and use of performance record		· IIGI MOII	:		•
doveropment and do or perrormance record					•
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OP-1 U.S. DEPARTMENT OF AGRICULTURE :	1. Classification				
5-63 Office of Personnel :No.	5 : Category: Personnel Management				
	e of Report :3. Project No.				
MANAGEMENT 1MPROVEMENT PROJECT REPORT :	: OP-52				
4. Project Title : Project Objective:					
Experimental Test Battery : be validated against subset : 32, and 37).	n of experimental test battery for entering personnel to equent job performance (see PPRM Recommendations 13, 29,				
5. Type of Report	6. Time Schedule (Dates)				
/ / Proposal / / Initial / / Interim / / Implementati					
7. Submitted by:	:8. Approved for Agency (Signature)				
Albert S. Glickman, Chief, Personnel Research Staff	: Call & Barner				
11. Cost Data	:9. Title				
Test materials - \$2,900	: Director of Personnel				
Travel - \$606.00	: Assigned: Target: Progress as of : Progress as of : To : Date: 12/31 : 6/30				
10. Project Plan Data	: To : Date : 12/31 : 6/30				
10. Project rian bata					
Conduct one-day workshops in test administration in Washington and 5 field locations	: Glickman:7/1/63-: : Harmon:7/12/63: :				
	Mayeske :				
Initiate Omnibus Battery administration by agencies	: Mayeske :8/1/63 : : : : : : : : : : : : : : : : : : :				
Initiate Research Scientist Battery administration by appropriate agencies	Mayeske :11/1/63:				
Initiate Administrative-Supervisory Battery administration where appropriate	on : Mayeske :4/1/64 : : : : : : : : : : : : : : : : : : :				
Score tests, tabulate and file data for future validation	n : Gelenian:Contin-:				
	:				
	: :				

OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1. Cla	assification			
	5 : Category: Personnel Management					
	of Report		:3. Project No.			
MANAGEMENT IMPROVEMENT PROJECT REPORT :	*		: OP-53			
4. Project Title : Project Objective:						
Training Evaluation To continue research to prove training programs (see PPRM)			regularly evaluati	ng management		
5. Type of Report	•	6. T	ime Schedule (Date	es)		
	:Initiation		pletion of Study:	Installation		
/ / Proposal / / Initial / / Interim / / Implementation			10/1/63 :			
7. Submitted by:	/		ncy (Signature)			
Albert S. Glickman, Chief, Personnel Research Staff	: (are	18 Barns			
11. Cost Data	:9. Title	c =				
Printing - \$140.00	: Director			-		
rimeing - 9140.00			Progress as of			
10. Project Plan Data	To	: Date:	12/31	6/30		
10. ITOJECE ITAN Data	•			•		
Prepare and mail follow-up questionnaires to Kepner-Tregoe	: Harmon	:7/19/63:		:		
participants and their supervisors	:	: :		:		
r and a second of the second o	•	:				
Analyze questionnaire returns	: Harmon	:9/20/63:		:		
	:	:		:		
Prepare report	: Harmon	:10/20/63		:		
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P-1 U.S. DEPARTMENT OF AGRICULTURE :	1. Classification					
5-63 Office of Personnel :No.	5 : Category: Personnel Management					
	2. Date of Report :3. Project No.					
MANAGEMENT IMPROVEMENT PROJECT REPORT :	: OP-54					
Project Title : Project Objective:						
	n rosters in order to determine relationships among score					
	d the contribution of each factor to the overall promot-					
	(see PPRM Recommendation 13).					
o. Type of Report	: 6. Time Schedule (Dates)					
	:Initiation :Completion of Study: Installation					
/ / Proposal / / Initial / / Interim / / Implementatio						
7. Submitted by:	:8. Approved for Agency (Signature)					
Albert S. Glickman, Chief, Personnel Research Staff	: Carl BBarner					
l. Cost Data	:9. Title					
	: Director of Personnel					
Printing Report - \$140.00	: Assigned : Target: Progress as of : Progress as of					
	: To : Date : 12/31 : 6/30					
.O. Project Plan Data						
Complete report on analysis of Forest Service roster	: Mayeske \$/1/63 : :					
Statistical analysis of SCS roster	: Mayeske :11/30/63 :					
•						
Complete report on analysis of SCS roster	: Mayeske :12/31/63 :					
	: :					
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OP-1 U.S. DEPARTMENT OF AGRICULTURE :	:No. 5 : Category: Personnel Management					
5-63 Office of Personnel :N						
PROJECTED WORK PLANS and :2	2. Date of Report :3. Project No.					
MANAGEMENT 1MPROVEMENT PROJECT REPORT :	: OP-55					
4. Project Title : Project Objective:						
	technique for forecasting retirement losses as an integral part see PPRM Recommendations 13 and 98).					
5. Type of Report	: 6. Time Schedule (Dates)					
	:Initiation :Completion of Study: Installation					
/ / Proposal / / Initial / / Interim / / Implemen						
7. Submitted by:	:8. Approved for Agency (Signature)					
Albert S. Glickman, Chief, Personnel Research Staff	: Carlis 12 ames					
ll. Cost Data	:9. Title					
	: Director of Personnel					
Printing - \$140.00	: Assigned : Target: Progress as of : Progress as of					
	: To : Date : 12/31 : 6/30					
10. Project Plan Data						
Develop mathematical model	: Mayeske : 10/1/63:					
Data collection and analysis	Mayeske : 4/1/64:					
Prepare report	Mayeske : 6/30/64:					
	: : :					
	: :					
	: : :					
	: :					
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1 (1	assification		
5-63 Office of Personnel No. 5					
PROJECTED WORK PLANS and :2. Date of		ry. Te			
	or keport		:3. Project No.		
MANAGEMENT IMPROVEMENT PROJECT REPORT :			: OP-56		
4. Project Title : Project Objective:					
Rotation : To conduct research to provide					
: senior executive resources in	USDA (see P	PRM Recom	mendations 13, 29,	111e, 114c,	
: and 117).					
5. Type of Report	:		ime Schedule (Dates		
	:Initiation	:Com	pletion of Study:]	[nstallation	
	: 9/1/63		9/1/64 :		
7. Submitted by:	:8. Approve	d for Age	ncy (Signature)		
Albert S. Glickman, Chief, Personnel Research Staff	: (Gil 1	8 Barnes		
11. Cost Data	:9. Title				
400 copies of Executive Position Description - \$100.00	: Director	of Person	ine1		
Printing - \$140.00			Progress as of	Progress as of	
11111CING - 9140.00	: To :	: Date :		6/30	
10. Project Plan Data	:	: :			
	:	:			
Administration of Executive Position Description to sample	: Glickman :	: 9/1/63 :			
of supergrades	:	:			
Analysis of data and preparation of feasibility report on	: Glickman	: 11/1/63:			
Phase 1	:	: ::			
Identification of potential resource positions	: Glickman	: 12/1/63:			
	:	: :			
Collection and analysis of additional Position Descriptions	: Glickman	: 2/1/64 :			
as needed	· GIICIMIAII	: 2/1/04 :			
	•	•			
Preparation of feasibility report on Phase 2	: Glickman	· 3/1/6/. ·			
reputation of readibility report on thate 2	· GIICKMan	• 3/1/04 •			
Development of mathematical model and computer programming	: Glickman	· · 7 / 1 / 6 /: ·			
techniques for implementation of rotational system	• GIICKMan	. //1/04 .			
teeminiques for implementation of foractional system	•	•			
Final report	: Glickman	. 0 /1 /6/			
rinal Tepoit	• GIICKMAII	9/1/64 :			
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :	l. Classification					
5-63 Office of Personnel :No.		ory: Per	rsonnel Managemen	t		
PROJECTED WORK PLANS and :2.	Date of Report		:3. Project No.			
MANAGEMENT IMPROVEMENT PROJECT REPORT :			: OP-57			
4. Project Title : Project Objective:						
Rate of Advancement : To determine relationshi	n between colleg	e major and	d rate of advance	ment in SCS (see		
and College Major : PPRM Recommendations 13						
· · · · · · · · · · · · · · · · · · ·	and 27).					
5. Type of Report	•	6 T	ime Schedule (Date	25)		
J. Type of Report	:Initiation		oletion of Study:			
/ / December / Tritical / Technical / Technical			•	Installation		
/ / Proposal / / Initial / / Interim / / Implementa	11/1/63	: (6/30/64 :			
7. Submitted by:	:8. Approv	ed for Agei	cy (Signature)			
Albert S. Glickman, Chief, Personnel Research Staff	:	are 15	Barnes			
11. Cost Data	:9. Title					
	: Director					
Printing - \$140.00	: Assigned	: Target:	Progress as of	: Progress as of		
	: To	: Date :	12/31	: 6/30		
10. Project Plan Data	•	: :		•		
		:		•		
Develop research design	: Maveske	:11/1/63:		•		
	:	: :		•		
Complete analysis of data supplied by SCS	: Maveske	:3/1/64:				
our part and an arrange and a supplied by bob	i	: :		•		
Complete report	· Mayaska	:6/30/64:		•		
John 1000 10port	• Hayeske	. 0/30/04.				
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OP-1 U.S. DEPARTMENT OF AGRICULTURE : 5-63 Office of Personnel :No. 5	1. Classification 5 : Category: Personnel Management								
	te of Report :3. Project No.								
	or kebout		: OP-58						
MANAGEMENT IMPROVEMENT PROJECT REPORT :			: UP-30						
4. Project Title : Project Objective:									
Personnel Concepts To determine the meaning of certain personnel concepts to individuals engaged in personnel work (see PPRM Recommendations 6 and 13).									
5. Type of Report	: 6. Time Schedule (Dates)								
*	:Initiation :Completion of Study: Installa								
/ / Proposal / / Initial / / Interim / / Implementation	: 11/1/62		6/30/64 :						
7. Submitted by:	:8. Approve		ncy (Signature)						
Albert S. Glickman, Chief, Personnel Research Staff	///		8 Bans						
11. Cost Data	:9. Title								
D 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	: Director	of Person	ine 1						
Printing - \$140.00	: Assigned	: Target:	Progress as of	Progress as of					
	: To	: Date :	12/31	6/30					
10. Project Plan Data	:	: :							
	•	: :							
Administer Concept Judgment Form to personnel people	: Mayeske	: 10/1/63:		•					
Data analysis	: Mayeske	:4/1/64:							
Preparation of report	: : Mayeske	: 6/30/64:							
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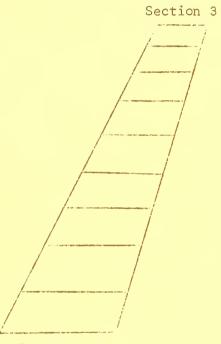


OP-1 U.S. DEPARTMENT OF AGRICULTURE :		1, 01	assification		
5-63 Office of Personnel :No. 5					
PROJECTED WORK PLANS and :2. Date		:3. Project No.			
MANAGEMENT IMPROVEMENT PROJECT REPORT :	or report		: OP-59		
4. Project Title : Project Objective:					
Consultations To provide technical advice an Officers regarding their research					
5. Type of Report	•	6. T	ime Schedule (Dates)	
	:Initiation	:Com	pletion of Study: I	nstallation	
/ / Proposal / / Initial / / Interim / / Implementation	: 7/1/63	: (Continuing :		
7. Submitted by:	:8. Approve	ed for Age	ncy (Signature)		
Albert S. Glickman, Chief, Personnel Research Staff	: Ca	N. 18	- Banes		
11. Cost Data	:9. Title				
	: Director	of Person	nel		
			Progress as of :	Progress as of	
	: To	: Date:	_	6/30	
10. Project Plan Data	:	: :			
	•	: :	:		
Advise with Forest Service representatives concerning	: Glickman	:Contin-:	•		
design and analysis of research on engineer turnover	: Harmon	:uing :			
problem	:	: :			
	•	: :	•		
Assist SCS in designing study of performance as a function	: Mayeske	:Contin-:	•		
of geographical assignment		:uing :	•		
	:	: :	•		
Assist Employee Development Division in implementing	: Harmon	:Contin-:	•		
technique for systematically evaluating managerial	•	:uing :			
training programs	•	: :			
	•	: :	:		
Consult with Examination and Employment Division concerning	: Harmon	:Contin-			
analysis of recruitment questionnaire	•	:uing :			
1,	:	: :	:		
Consult with Assistant to Director (Inter-Group Programs)	: Glickman	:Contin-:	•		
on research relating to utilization of minority groups	: Harmon	uing :	•		
	•	: :	•		
Advise with PPRM Task Force on methods for evaluating	: Glickman	:Contin-:	•		
impact of implemented recommendations	•	uing :	•		
and and an animon and animon and an animon and an animon and animon and an animon and animon and animon and animon and animon and animon and animon animon and animon and animon animon animon and animon ani	•		•		
Others as requested	: Glickman	:Contin-:	•		
	: Harmon	uing	•		
	: Mayeske	: :	•		
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OP-1 U.S. DEPARTMENT OF AGRICULTURE	0 0		1. Cl	assification			
5-63 Office of Personnel	:No. 5 : Category:			rsonnel Management			
PROJECTED WORK PLANS and	:2. Date of Report			:3. Project No.			
MANAGEMENT 1MPROVEMENT PROJECT REPORT	0			: OP-60			
4. Project Title : Project Objective:							
Personnel Research Clearing House To maintain a clearing Recommendations 8 ar		for informat	ion conce	rning personnel re	search (see PPRM		
5. Type of Report				ime Schedule (Date			
		:Initiation		pletion of Study:	Installation		
/ / Proposal / / Initial / / Interim / / Implem	entation	: 7/1/63		Continuing :			
7. Submitted by:		:8. Approve	d for Age	ncy (Signature)			
Albert S. Glickman, Chief, Personnel Research Staff	Ī	: (arl.	Banks			
11. Cost Data		:9. Title					
Purchase of publications - \$400.00		Director					
Purchase of publications - \$400.00		_	_	Progress as of	_		
		: To	: Date:	12/31	: 6/30		
10. Project Plan Data		•			•		
		14.1			•		
Confer with Director, his Assistants, and Division		: Glickman					
concerning current and anticipated personnel progra	ıms		:uing :				
C-11 /C	t	. 0-1			•		
Collect information concerning personnel research i	ın	: Gelenian			•		
progress within Department agencies and offices		•	uing :		•		
Collect reprints of significant personnel research	roporte	: Glickman	:Contin-:		•		
reports appearing in current journals	reports	: Mayeske			•		
reports appearing in current journals		: Harmon	i :		•		
		· Harmon	: :		•		
Maintain library of available computer programs rel	levent to	: Mayeske	:Contin-:		•		
personnel research	levant to	:	·uing :				
personner researen		•	: :		•		
Maintain liaison with other government agencies and	i private	: Glickman	:Contin-		•		
organizations concerning personnel research of mutu		:	:uing :		•		
interest		•	: :		•		
		:	: :		•		
Conduct conferences for agency Personnel Directors	and	: Glickman	:Contin-:		•		
others to provide for cooperative planning and impl		:	:uing :		•		
tion of research projects		•	: :		:		
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<u>C L A S S I F I C A T I O N</u> <u>A N D</u> <u>S T A N D A R D S</u>

<u>D I V I S I O N</u>

OP-1 U. S. DEPARTMENT OF AGRICULTURE :			1. C1	assification		
	:No. 5 : Category: Personnel Management					
	:2. Date of Report :3. Project No.					
MANAGEMENT IMPROVEMENT PROJECT REPORT :	6-25-6	-		: OP-100		
	establis	h procedur	es for co	nstantly reviewing	and evaluating	
Program Coordination and : the total classificat	ion stand	ards, and	salary and	d wage administrat	ion programs in	
LeadershipClassification : the Department.	ton, comme	,			1 0	
and Standards Function :						
5. Type of Report	:		6. T	ime Schedule (Date	9)	
		Initiation		pletion of Study:		
/ / Proposal / / Initial /X / Interim / / Impleme		111111111111	:	precion of ocuary:	Installation	
7. Submitted by:		8. Approve	d for Age	ncy (Signature)		
T. T. Townsend, Chief, Classification & Standards		//	and l	3 Barner		
11. Cost Data	:	9. Title		21-100.00		
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				Progress as of	· Progress as of	
	•	To	: Date :	12/31	: 6/30	
10. Project Plan Data	•	10	·	12/01	• 0/00	
•					•	
A. Help each agency develop specific work plans cov	ering its:	Townsend	Fiscal		•	
immediate and long-term needs in the classification,	standards	, and	1964		•	
and pay management areas as a means of keeping the t	otal pro-:	Marx			•	
gram in those areas under constant observation.	•		•		•	
B. Provide for exchange of copies of the work plans	among '	77	: 11 :		•	
agencies to stimulate further thinking about develop	ment and :				•	
	ment and .				•	
improvement of projects and plans.	•				•	
C. Visit agency personnel offices, both Washington	and .	11	11		•	
field, to participate in classification audits, supe	rvisory :		•		ř.	
interviews, and classification training activities,	and use		•		•	
evaluations that staff members will make of the offi	ces		•		•	
visited to secure needed changes and improvements in	the				•	
over-all classification, standards, and pay manageme	nt		:		•	
	•		:		•	
program.	•		:		:	
D. Hold meetings with individual members of the Cla	ssifica-:	11	: 11		•	
tion Council to review CSC evaluation standards for	classi- :		F		•	
fication and pay functions, coordinate views about d			:		•	
or necessary changes to make standards apply to USDA			:		•	
by discussing with Special Assistant to the Director	on per-:		: :		•	
sonnel management inspections and reviews and with a			: :		•	
reviewers. Use results to establish USDA standards.	:		: :		•	
	ę. 6-		: :		•	
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1. C1	assification	
5-63 Office of Personnel :No. 5	: Catego		rsonnel Management	
	of Report		:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT : 6-25-	-		: OP-101	
4. Project Title : Project Objective:				
Automation of the Class-: To identify elements in the c	lassification	n system	that can be process	sed mechanically
ification Process : and initiate action to conver				
as possible. (See PPRM 37 an				
5. Type of Report	•	6. T	ime Schedule (Date:	s)
	:Initiation	:Com	pletion of Study:	Installation
/ / Proposal /x / Initial / / Interim / / Implementation	•	:	• •	
7. Submitted by:	:8. Approve	d for Age	pcy (Signature)	
T. T. Townsend, Chief, Classification & Standards Divisio		16/8	Bank	
11. Cost Data	:9. Title			
	Director	r of Pers		
	: Assigned	: Target:		: Progress as of
	: To	: Date:	12/31	6/30
10. Project Plan Data	•	:		•
	•	: :		•
A. Bring in classifier from one of the agencies for 2 month	s: Townsend	: Oct.15:		•
detail in Classification and Standards Division to study and	•	:		•
prepare a report on how much of the classification system	•	:		•
can be processed automatically on electronic machines and	•	:		•
what needs to be done to assure steady progress toward com-	•	:		•
plete automation.	•	:		•
				•
B. Establish task force to study report made under step A	: Townsend	: Nov. 15:		•
and plan course of action to assure implementation.	•	:		•
		: Dog 1		•
C. Use task force recommendations to identify and define	: Townsend	: Dec.1:		•
stages through which project will move and make specific	•	:		
assignments to members of task force or others to get work	•	:		
on initial stages under way as soon as possible.	•			
	•	:		
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1. C	lassification		
5-63 Office of Personnel :No. 5					
PROJECTED WORK PLANS and :2. Date of	f Report		:3. Project No.	· · · · · · · · · · · · · · · · · · ·	
MANAGEMENT IMPROVEMENT PROJECT REPORT : 6-25-6			:OP-102		
4. Project Title : Project Objective: To provide	standard fo	or the in	-service training	and development of	
Training and Development : classification and pay special:	ists; to cor	nduct pil	ot courses at the	Department level to	
Program for Classification : broaden the scope of services i	furnished by	y classif	iers and increase	their versatility;	
Specialists : to publish classification train	ning guides	and othe	r classification t	raining material.	
5. Type of Report	•		Time Schedule (Dat		
	:Initiation	:Cor	mpletion of Study:	Installation	
/ / Proposal /x / Initial / / Interim / / Implementation	:	:	:		
7. Submitted by:			ency (Signature)		
T. T. Townsend, Chief, Classification & Standards Division		rl/	2 Barne		
11. Cost Data	:9. Title		1		
		or of Per		A Draggage of	
	: Assigned : To	: larget:	_	: Progress as of 6/30	
10. Project Plan Data	. 10	· Date	• 12/31	• 0/30	
10. 110 ject 11an baça	•	•	•	•	
A. Arrange for detail of training specialist to Classifica-	: Townsend	: Aug. 15		•	
tion & Standards Division for 3 months to study and report on	:	:			
kinds of assignments position and pay management specialists					
will be expected to handle during the next 5 to 10 years,	:	:			
qualifications required for performing such work, the prob-	•	:		6 6-	
able best sources to depend on for superior recruits, and	•	:		•	
the training required for their rapid on-the-job development.	:			•	
	•	:	•	•	
1. Have detailer prepare plan to serve as standard for	: Detailer	: Oct. 15	•	•	
agencies to meet in establishing similar plans for the	:	:		•	
in-service training and development of their specialists.	:	:		•	
	:	:		•	
Establish task force to review and suggest changes	: Task	: Nov. 1		•	
in plan prepared under 1, above, to make it acceptable	: Force	:	•	•	
for application throughout the Department.	•	:		•	
		: 15		•	
	: Detailer	: Nov. 15	•	•	
Personnel Research Staff, tests to be used in evaluating		:		•	
results of training under agency plans Classification		:		•	
& Standards Division to use test results to update master	•	•	•		
plan periodically.	•	:		•	
B. Arrange for a second detailer to work in Classification	: . Townsend	Dec.1			
Less Standards Division for 2 months to prepare classification					
raining manual.	•	•		•	
Taining managi.	•			•	

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	: Assigned	· Tangate	Progress	A. Droomer
Supplemental Sheet OP-102		: Date:	12/31	: Progress as of 6/30
10. Project Plan Data	:	· Date	12/01	• 0/30
	•	:		•
C. Establish training course, to be operated at Department	: Townsend			
level under sponsorship of Classification & Standards Div-	:	: :		•
ision for two weeks in the spring and fall of each year,	•	: :		
which will serve as testing ground for new classification	•	:		•
training devices and training materials, including manual	•	:		
and guides like the one prepared under step B.	•	:		•
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OP-1 U.S. DEPARTMENT OF AGRICULTURE :		1. Classification				
_	o. 5					
PROJECTED WORK PLANS and :2	. Date of	Report		:3. Project No.		
MANAGEMENT IMPROVEMENT PROJECT REPORT :	6-25-63			:OP - 103		
4. Project Title : Project Objective: Position and Pay Management : To secure better commun as Practiced by Supervisors : pay management function : supervisors to improve	ns for which	ch they ar	e respons	ible and provide o	he position and pportunities for	
5. Type of Report	:		6. T	ime Schedule (Date	s)	
/ / Proposal /X / Initial / / Interim / / Implement		Initiation	:Com	pletion of Study:	Installation	
7. Submitted by: T. T. Townsend, Chief, Classification and Standards	: 8	8. Approve	- 11 27	ncy (Signature) Sans		
11. Cost Data		9. Title				
	:	Directo	r of Pers	onne1		
	:			Progress as of	: Progress as of	
	:	To	: Date :	12/31	6/30	
10. Project Plan Data	:		: :		•	
A. Arrange for detail of agency classifier to Classif and Standards Division for 2 months to study and repor what has been done in this and other Departments to he supervisors discharge their position and pay managemer responsibilities more efficiently.	rt on :	Townsend	Sept.1			
 In his report, have detailer identify types of visory aids that are used, with examples, wherever possible. 	f super-:	Detailer	Nov.1			
2. Have detailer also design questionnaire to disto sample group of supervisors for views on kinds opportunities and aids they need to improve their and to determine what additional responsibilities, any, they feel they should have for the classificated and pay functions.	of skills ;	Detailer	Nov.1			
B. Appoint task force to review report prepared under and convert it into blueprint for action to give super the information and opportunities they want and need to out their position and pay management responsibilities efficiently.	rvisors :	Townsend	Nov.8			
C. Plan assignments to be made to individual members force, or to another detailer, to implement as many of	of task f the	Townsend	Dec.15		•	



Supplemental Sheet OP-103	: Assigned	: Target:	Progress as of	: Progress as of
01-105	: To	: Date:	12/31	: 6/30
10. Project Plan Data	•	0 Q 0		0
	0	•		•
recommendations developed under the action taken on step B	•	•		•
as possible by the end of the fiscal year.	•	:		•
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1. C	lassification	
5-63 Office of Personnel :No. 5	: Categ		ersonnel Managemen	t
PROJECTED WORK PLANS and :2. Date of	of Report		:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT : 6-25-	63		: OP-104	
4. Project Title : Project Objective:				
Occupational Standards : To develop a Department guide	for review	ing, evalu	ating, and prepari	ng comments and
Maintenance Program : suggestions on CSC drafts of o	ccupationa	l standard	s, and to validate	standards for
: wage board positions.				
5. Type of Report	•		Time Schedule (Dat	
	:Initiatio	on :Cor	mpletion of Study:	Installation
/ / Proposal / / Initial /x / Interim / / Implementation	:		:	
7. Submitted by:	:8. Approv	red for Age	ency (Signature)	
T. T. Townsend, Chief, Classification & Standards Division		ul 18	12 anne	
11. Cost Data	:9. Title			
		tor of Per		
	: Assigned	l : Target	Progress as of	
	: To	: Date	12/31	: 6/30
10. Project Plan Data	•	•		•
	:			•
A. Develop a draft to describe steps taken and consideration	ış Marx	: Fiscal		•
usually involved in reviewing tentative standards received	•	: 1964		•
from CSC.	•	•		•
1 Callest comics of comments among the according on	•	•		
 Collect copies of comments prepared by agencies on tentative standards and review to identify existing ten- 	•			
dencies and practices in preparing such comments.	•	•		
denotes and practices in preparing such comments.	•			•
2. Select examples of comments, both good and not so	•	•		•
good, to discuss with agency representatives before deter	•	•		
mining which to include in final check list.	•			•
militing which to include in lines oncor liber	•	•		•
3. Complete a list of "do's" and "don'ts" to be consid-	•	•		•
ered by agencies in reviewing and preparing comments on	•	•		•
standards drafts.	•	•		•
	•	•		•
4. Talk with agency representatives about some of the	•	•		•
problems they encounter in effort to obtain adequate	•			•
review of proposed standards, including their relation-				•
ships with program officials and personnel staff in the				
field whose views are solicited on these proposals.	:			
Through understanding reached in this manner, write a	:	•		
guide that will include the features mentioned and be	:			•
issued as a means of securing better comments and sug-	:	:		•
gestions for use in developing a Department position on	:	:		•



Supplemental Sheet OP-104	Assigned :	: Target: : Date :	Progress as of	
.0. Project Plan Data		Date:	12/31	6/30
or region radio batta		•		
standards drafts in the future.		•		
				•
. Begin validation study of standards for wage board jobs	Marx	Oct.1 :		•
y obtaining statistics on current series and grade levels of:		:		•
hese jobs in the Department, by agency. Compare results :		:		•
ith definitions in Wage Board Manual. Compile data to show:		:		•
hich series and levels are either not used by the agencies:		:		•
r not described in the Manual. Review results with the		:		:
gencies to determine need for changing some of the standards:		:		:
: Conduct critical review of qualification standards for	Marx	Dec.1		•
age board positions issued by the Civil Service Commission. :				•
istribute copies to agencies to apply under test con-				•
itions, and analyze their comments on results to determine :				:
epartment-wide applicability. Obtain approval of the Civil:				:
ervice Commission on changes necessary to make the standards:	:	:		:
eet Department requirements.		:		:
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The second property of							
	: 1. Classification						
	:No. 5 : Category: Personnel Management						
	Date of Report :3. Project No.						
MANAGEMENT IMPROVEMENT PROJECT REPORT :	6-25-63 :OP-105						
4. Project Title : Project Objective:							
Interdepartmental Exchange : To establish interdepartment	mental exchange, to be operated by classification and pay						
of Classification Informa- : specialists, on position	and pay management problems and projects of current interest.						
_tion:							
5. Type of Report	: 6. Time Schedule (Dates)						
	:Initiation :Completion of Study: Installation						
/X / Proposal / / Initial / / Interim / / Implementa							
7. Submitted by:	:8. Approved for Agency (Signature)						
T. T. Townsend, Chief, Classification & Standards Div	vision: Call & Barner						
11. Cost Data	:9. Title						
	: Director of Personnel						
	: Assigned : Target: Progress as of : Progress as of						
	: To : Date : 12/31 : 6/30						
10. Project Plan Data	: : :						
A. Select 3 members of Classification Council to serve	e as : Townsend : Aug.1 :						
program committee and meet with them regularly to plan							
monthly programs, the primary purpose of which will be							
exchange information about significant changes in grade							
structure and organization patterns in this and the other	ner : :						
departments, and to obtain as much concerted action as	seems : : :						
desirable and possible on problems of mutual concern.	: : :						
	: : :						
1. Call on agencies to provide secretarial assista							
for bimonthly meetings and to transcribe recordings	s of : : :						
speeches and other program material.	: : :						
	: : :						
2. Publish the transcribed recordings for distribu	ition : " : : :						
through personnel offices of the Department.	: : :						
	: : :						



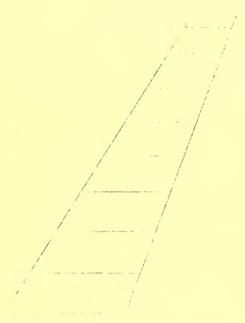
OP-1 U.S. DEPARTMENT OF AGRICULTURE :			1. Cl	assification		
5-63 Office of Personnel :No.	:No. 5 : Category: Personnel Management					
PROJECTED WORK PLANS and :2. Da	ate of	Report		:3. Project No.		
MANAGEMENT IMPROVEMENT PROJECT REPORT : 6-	-25-63			: OP - 106		
4. Project Title : Project Objective:						
Classification Handbooks : To edit and arrange for th	ie dupl	lication of	r printing	g of the handbooks	and manuals	
and Manuals : needed to achieve other po						
*			Ü	. 5		
5. Type of Report	:		6. T	ime Schedule (Date	es)	
		Initiation		pletion of Study:		
/X / Proposal / / Initial / / Interim / / Implementati				:		
7. Submitted by:		8. Approve	d for Age	ncy (Signature)		
T. T. Townsend, Chief, Classification & Standards Divi			irl 1	8 13ames	-	
11. Cost Data		9. Title		W Ter Gibbe		
		Director	r of Perso	nne1		
				Progress as of	: Progress as of	
	•	To	: Date :		: 6/30	
10. Project Plan Data	-		: :		:	
			:		•	
A. Appoint 3 members of the Classification Council to se	erve :	Townsend	: Sept.1:		*	
as an editorial committee. Make its first assignment the			: :		•	
collection of reference materials that will help detailer			: :		:	
on other classification, standards, and pay management pr			:		•	
jects prepare the drafts of handbooks, manuals, etc., for			: :		•	
which they are responsible.					•	
whiteh they are responsible.	•				•	
B. Use the committee to edit and arrange for the typing	and:	TT.	. 11		•	
reproduction of mss. received from committees and project					•	
leaders on other classification, standards, and pay manag			•		•	
ment subjects. Also use the committee to develop ideas					•	
about printing and publishing this material which will ma	ıke •		•		•	
it visually attractive and give it added reader appeal.			•		•	
it vibually accepted and 8100 is added in appears	•		•		•	
C. The following are listed to indicate the types of pub) = .	11			•	
lications with which the Editorial Committee will be con-					•	
cerned (priorities for preparing and publishing individua			•		•	
items on the list to be established by the Classification					•	
Council):			•		•	
outicity.					•	
1. Supervisor's Handbook of Position and Pay Managem	ment .				•	
Rules and Procedures	icirc :				•	
Marca and Trocedures						
2. Occupational Standards Handbook for Supervisors	:		:			
2. Occupational Standards nandbook for bupervisors	:		:			
	•				•	



Supplemental Sheet OP 106	: Assigned	: Target:	Progress as of	: Progress as o
OP-100	: To	: Date:	12/31	: 6/30
Project Plan Data	•	•		•
3. Classification Training Manual	Townsand	Sept.1		•
J. Classification frainting Mandai	Townsend	: pebr. :		•
4. Plain Text Edition of Position and Pay Management	•	:		•
Statutes for Supervisors	•			•
	•	•		•
5. Brochures on such topics as "The Role of Classifica-		:		•
tion Audits in Program Evaluation and Management Apprai-	:	:		•
sal," "The Nature, Purpose, and Use of Position Classi-	•	:		:
fication Factors," "Decision-Making in the Classification		:		•
and Pay Management Area," and a series on "classification		:		•
in action" which would show the relation of classification		:		:
to other management processes - e.g., Classification and the Budgeting Process; Classification, Organization, and		:		:
Job Design; Classification and Manpower Utilization;	•	:		•
Classification and the Examining, Recruitment, and	•	•		•
Placement Function.	•	:		•
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Section 4



EMPLOYEE DEVELOPMENT DIVISION

OP-1 U. S. DEPARTMENT OF AGRICULTURE :		·····	Classification	
5-63 Office of Personnel :No	。 5 : (Category:	Personnel Managemen	n†
	Date of Repo		:3. Project No	
	June 21, 196		OP-200	0
4. Project Title : Project Objective: To s				really good
Development Program : program is aimed toward : imagination, creativity	proadening t	ne nortzons	No. 102 114 117 S.	110
5. Type of Report	and vision.		5. Time Schedule (Da	
5. Type of Report	·		Completion of Study	
/ / Proposal / / Initial /X / Interim / / Implement		1962	completion of Study	: Installation
7. Submitted by:			Agency (Signature)	•
E. R. Draheim, Chief, Employee Development Division, O	-	1016	Banns	
11. Cost Data	:9. Ti	+10	- January	7
		ector of Pe	raannal	
The cost of this program is to be paid through the			get: Progress as of	· Progress as of
Working Capital Fund on the basis of agency			te: 12/31	: 6/30 `
'participation. 10. Project Plan Data	•	·	. 12/31	. 0/30
10. Project Fian Data	•	•	•	•
	•	•	•	•
A. Jeminars in Executive Development (SED)	•	•	•	•
(See PPRM No.111)	•	•	•	•
(1) (1) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	r LaMoi	s :Bi-	•	•
(1) A five-day seminar program will be conducted fo		_	-1	•
executives GS 13-18 of this Department plus Sta	· ·	:Montl	ity.	•
Agricultural Agencies. Six such seminars are		•	•	•
projected for F.Y.64. These will be scheduled		•	•	•
include both Washington and field executives.	•	•	•	•
	i	• • 7/60	•	
(2) Projected F.Y.64 (SED) schedule will be submitt	ed :West	ott :7/63	•	
with requests for nominations to agencies by	•	•		
July 15, 1963. Seminars will be scheduled appr	ox-	•		•
imately every 60 days.	•	•	•	•
	•		•	•
(3) Agency employee development officers will serve	: LaMoi		•	•
as associate coordinators for each of the SED	•	:Montl	nly:	•
Programs during F.Y.64.	•	:	•	•
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June 21, 1963 Supplemental Sheet OP-200	: Assigned : To	: Target: : Date :	Progress as of 12/31	: Progress as of 6/30
10. Project Plan Data	:	: :		•
B. Seminars in Middle Management (SINM) (See PPRM No.111)	•			•
(1) Seminars in Middle Management (SIMM) will be conducted as a five-day live-in program for both washington and field personnel. This program is focused toward middle managers, primarily GS 11-13.	Buchanan	8/63 & Cont.		•
(2) Five Washington, D.C. area (SIMM) programs have been scheduled for F.Y.64 with agency nominations requested as per target dates.	Valadez	8/63 10/63 1/64 3/64 5/64		•
(3) The following five field locations have been selected for (SIMM) programs for F.Y.64:	Smith			
Atlanta, Georgia		9/63 11/63 2/64 4/64 6/64		
(4) For the field (STAM) programs for F.Y.64, agency employee development officers at or near location of seminar scheduled will serve as associate coordinators assisting staff members of the Employee Development Division, OP, with planning, organization and conducting these seminars.	Smith	9/63 11/63 2/64 4/64 6/64		
	:			

June 21, 1963 Supplemental Sheet OP-200		: Target: : Date :	Progress as of 12/31	
10. Project Plan Data	: 10	: Date :	12/31	: 6/30
C. Evaluating Management Development Programs (See PPRM No.29)	:			
(1) A three-step process, developed in cooperation with OP Research Staff, will be used to attempt to evaluate effectiveness of Management Develop- ment Programs.	Buchanan & LaMois	7/63 & Cont.		: : : : : : : : : : : : : : : : : : : :
(a) Before and after questionnaires to participants and their supervisors.	Buchanan & LaMois	7/63 & Cont.		: : : : : : : : : : : : : : : : : : : :
(b) Whenever possible, meetings will be held with participants prior to and after training.	Buchanan & LaMois	7/63 & Cont.		: : :
(c) The final evaluation step will be completed approximately six months after participants have completed their seminars.	Buchanan & LaMois	7/63 & Cont.		:
(2) This evaluation effort will be a continuous operation during F.Y.64 with periodic reports on results submitted to agencies and participants.	Westcott	8/63 & Cont.		: : : : : : : : : : : : : : : : : : : :
O. Special Management Development Projects (See PPRM Nos. 111 & 118)	•			•
Special seminars and programs will be planned, sched- uled, and conducted which relate to over-all management development in USDA.	Buchanan & LaMois	7/63 & Cont.		: : : : : : : : : : : : : : : : : : : :



June 21 1963 Supplemental Sheet OP-200	: Assigned	_		: Progress as of
	: To	: Date :	12/31	: 6/30
10. Project Plan Data	•	•		•
(1) Kepner-Tregoe Management Decision Making and	•	: :		
Problem Analysis	•			
		•		•
Eight five-day sessions have been scheduled for	Buchanan	7/63		
Department managers during F.Y.64 at the following locations:	•	· Cont.		•
TOCALIONS.	•	: :		
Washington Area	:	: 7/63 :		•
Denver, Colorado	•	: 8/63 :		:
San Francisco, California	•	9/63		•
St. Paul, Minnesota	•	10/63		•
Washington Area	•	11/63		
Atlanta, Georgia	•	1/64		•
St. Louis, Missouri	:	2/64		•
Washington Area	•	3/64		•
(2) Special Management Development Seminars	•	:		•
(2) Special variagement Severopment Seminars	•	:		•
(a) Special two to four hour Management Development	LeMois	9/63		•
Seminars will be organized and conducted both	.3	Ć.		•
in Washington - Beltsville area and field	Buchanan	Cont.		•
locations during F.Y.64.	•	: :		•
(b) It is projected that a total of ten such	LaMois	9/63		•
meetings will be held.	: &	: & :		•
modelings will be neld.	Buchanan	·Cont.		•
	•	:		•
(c) Participants of SED and SIMM programs plus	LaMois	9/63		•
other available Department managers will be	&	&		•
invited to attend these special seminars.	Buchanan	Cont.		•
(1) Department assessment Country	T-M	0/60		•
(d) Department executives from the Secretary's	LaMois	9/63 &:		:
Office, Agency Heads plus noted resource people from industry and universities will	· Buchanan	Cont.		•
be scheduled to meet these groups and lead	:	. COIL.		:
discussions on current and timely subjects.	•	:		•
	•	•		:
		:		•
	1			•
	•	•		•
	:	:		•



June 21, 1963 Supplemental Sheet OP-200	: Assigned			: Progress as of
10. Project Plan Data	: To	Date:	12/31	: 6/30
(3) New and Emerging Management Development Projects				:
As new and emerging management development projects come into focus during F.Y.64, steps will be taken, as manpower permits, to staff them out effectively so that action taken will bring desired results. Included will be the following plus others that will be "born" as the year progresses.	Draheim, Buchanan & LaMois	7/63 & : Cont.		
(a) National Survival Training	Buchanan	7/63 & Cont.		
(b) Peace Corps (USDA Cooperation)	Draheim	7/63 & Cont.		
(c) Congressional Operations Program	Rasmussen	7/63 & Cont.		:
(d) University Fellowships and Scholarships	Smith	7/63 & Cont.		•
(e) Executive Review Meetings	LaMois	.7/63 & Cont.		
				•
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		:		• • • • • • • • • • • • • • • • • • •
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OP-1 U.S. DEPARTMENT OF AGRICULTURE :	1. Classification				
5-63 Office of Personnel :No.	5 : Category: Personnel Management				
	:2. Date of Report :3. Project No.				
	e 21, 1963 : OP-201				
	ain Departmentwide program including recruitment,				
Department Management : placement, training, rotation	n and promotion of Management Interns to insure a				
Intern Program : continuous inflow of high qua	ality managerial potential. (See PPRM No.111a.)				
:					
5. Type of Report	: 6. Time Schedule (Dates)				
	:Initiation :Completion of Study: Installation				
/ / Proposal / / Initial / $^{ m X}$ / Interim / / Implementation					
7. Submitted by:	:8. Approved for Agency (Signature)				
E. R. Draheim, Chief, Employee Development Division, OP	: Carl B Barner				
ll. Cost Data	:9. Title				
	Director of Personnel				
	: Assigned : Target: Progress as of : Progress as of				
	: To : Date : 12/31 : 6/30				
10. Project Plan Data	: : :				
A. Recruitment of Management Interns	: :				
	: :				
(1) Provide Departmentwide leadership in recruiting	Rasmussen ≈/63 :				
M.I.'s, including direct contact with key faculty	: & :				
members at 75-80 colleges and universities.	Cont. :				
	: : :				
(2) Establish new criteria and procedure for recruit-	Rasmussen :10/63 :				
ing M.I.'s in USDA.	: :				
(3) Complete and publish new USDA M.I. recruitment	Rasmussen 9/63 :				
brochure.	:				
(4) Represent USDA on all contacts with CSC in	Rasmussen 2/64, :				
recruiting M.I.'s, including selection from	: 4/64 :				
"round robin."	: : & :				
	: :Cont. :				
(5) 6	: :				
(5) Consult with agencies and staff offices to firm	:Rasmussen :11/63 :				
up specific needs and placement requirements for	: :				
M.I.'s during F.Y.64 and issue summary report to	:				
agencies.					
	: :				
	: :				
	: :				
	:				
	•				



June 21, 1963 Supplemental Sheet OP-201	: Assigned : To	: Target: : Date:	Progress as of 12/31	: Progress as of 6/30
10. Project Plan Data	:	· Date	12/ 01	: 0750
B. Placement of Management Interns	•	•		:
(1) Arrange for and interview all M.I.'s interested in USDA.	Rasmussen	7/63 & Cont.		
(2) Assist USDA agencies with speedy placement of quality M.I.'s.	Rasmussen	7/63 & Cont.		
C. Training Management Interns	•	:		•
(1) Organize, implement and conduct an effective training program for all new M.I.'s in USDA, including weekly seminars, rotational assignments, special projects, and other activities related to rapid development of M.I.'s.	Rasmussen	7/63 & Cont.		
(2) Interview all new M.I.'s employed in USDA and approve individual training plans submitted by employing agency.	Rasmussen	7/63 & Cont.		
(3) Give Departmentwide leadership and follow-through on stepping up the tempo of recruitment, place- ment, training, evaluation, advancement and use of M.I.'s in USDA.	Rasmussen	1/64		
D. Improving M.I. Program	Rasmussen			•
Recommend to the CSC and implement changes to improve Management Intern Programs in USDA and elsewhere in government.		Cont.		
	•			•
	•	:		•
	•	:		•
	•	* :		•
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1 01	assification	
5-63 Office of Personnel :No. 5	: Catego		rsonnel Management	
	of Report		:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT : June	21, 1963		: OP-202	
4. Project Title : Project Objective: Provide co	ntinuous lead	dership to	o agencies in the o	development and
initiation of training polici				
General Training : and planning, conducting and				
: Department participation. Pl				
5. Type of Report necessary.	•		ime Schedule (Date	
	:Initiation		pletion of Study:	Installation
/ / Proposal / / Initial /X / Interim / / Implementation	:Cont. opera		•	
7. Submitted by:	:8. Approve	d for Age	ncy (Signature)	
E. R. Draheim, Chief, Employee Development Division, OP	: 0	al-/2	15 armen	
11. Cost Data	:9. Title	D	ou u o 1	
		of Person	Progress as of	· Progress as of
		: Date :		: 6/30
10. Project Plan Data	:	· Date ·	12/01	: 0,001
A. Administration of P.L. 85-507 (See PPRM Nos.30 & 31)		:		•
	•	: :		:
(1) Administer current Department policy for effective	: Buchanan	: Cont. :		:
utilization of the Government Employees' Training	•	: :		:
Act. (GETA)	•	: :		•
	:	:		:
(2) Develop new Department policies and procedures as	: Buchanan	•		•
such needs may arise and issue necessary regula-		: & :		:
tions, after review by the agencies, in administer-	•	: Cont. :		•
ing the Government Employees' Training Act.	•	:		•
(See PPRM No.7)	•	:		•
(3) Approve training in all cases requiring Depart-	: Buchanan	· Cont		•
mental review.	• Duchanan	· Cont. ·		•
mental leview.	•	•		•
(4) Coordinate participation for USDA employees in all	: Kravitz	: Cont.:		•
training activities conducted in the Washington,	: &	: :		:
D.C. area by Federal agencies.	: Valadez	:		•
·	•	: :		•
(5) Issue appropriate and necessary training announce-	: Kravitz	: Cont. :		:
ments to agencies about in-service and out-service	: &	: :		•
training opportunities.	: Valadez	:		•
	•	: :		•
	:	:		•
	•	:		•
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une 21, 1963 Supplemental Sheet OP-202	: Assigned : To	: Target: : Date:	: Progress as of 6/30
. Project Plan Data	:	: ::	•
(6) Develop criteria and procedure for nominations and selection of participants in national scholarship and training awards programs.	Buchanan	: 8/63 : & : Cont. :	:
	•	:	•
(7) Coordinate Department evaluation of training in cooperation with CSC training evaluation Clearinghouse activities.	: Buchanan	: Cont . :	:
. Secretarial Training	•		•
(1) Provide continuous leadership to the agencies with guidance in development, planning, "piloting out" and conducting USDA interagency secretarial training both in Washington, D.C. and field.	Lynch	Cont.	
(2) Develop a two to three day interagency secretarial training seminar for beginning secretaries.	Lynch	: ε/63	:
(a) Schedule six interagency beginning secretarial training seminars for Washington, D.C. area and three at selected field locations for F.Y.64.	Lynch	: 8/63 :	
(b) Issue schedule, plus course content and criteria for selection and nomination to agencies.	Lynch	8/63	
(3) Develop a two to three day interagency secretarial training seminar for advanced secretaries.	Lynch	8/63	•
(a) Schedule four interagency advanced secretarial training seminars for Washington, D.C. area and three for selected field locations for F.Y.64.	Lynch	: 8/63	0 0 0-
(b) Issue schedule, plus course content and criteria for selection and nomination to agencies.	Lynch	8/63	•
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Tune 21, 1963 Supplemental Sheet OP-202	: Assigned	: Date :	Progress as of 12/31	: Progress as of
0. Project Plan Data		: :		: 0,00
(4) Special short period interagency secretarial training sessions will be organized and conducted in the Washington - Beltsville area on specific subjects	Lynch	: 7/63		:
	:	:		•
such as mimeographing techniques, telecommunica- tions systems and other developing timely items	•			•
in order to keep secretaries current and up to	•	: :		•
date.	•	: :		•
	•	: :		•
C. Orientation Training (See PPRM No.24)	•			•
(1) A comprehensive Departmentwide orientation training	· Lynch,	· 8/63 :		•
program will be developed for use in the Washington -		: :		
Beltsville area. This program will incorporate	. &	:		•
orientation to the Department as formally provided	Rasmussen	:		•
plus greater recognition of the employees' needs	•	:		•
upon entering on duty.	•	: :		•
(2) These orientation sessions will be scheduled	: Lynch,	: 7/63		•
periodically throughout F.Y.64 dependent upon the	Smith	÷ &:		•
number of employees needing this type of training.	&	: Cont . :		•
	Rasmussen	:		•
(3) Orientation for field employees: A study will be	: Smith	: 12/63 :		•
conducted with agencies to determine the need and	: &	: :		
advisability of Department interagency orientation	: Rasmussen	:		•
material and training sessions for employees enter-	•	: :		•
ing on duty with the Department at major field	•			:
locations.	•	: :		•
	•	: :		•
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June 21, 1963 Supplemental Sheet OP-202	: Assigned : To	: Target: : Date :	Progress as of 12/31	: Progress as of 6/30
10. Project Plan Data	:	: Date :	12/01	: 0/30
D. Training Publications and Aids (See PPRM No.24)	:	:		•
(1) Revise, update and publish 1963 edition of "Employee Handbook."	Lynch	7/63		: :
(2) Initiate action toward necessary revision a nd up-dating of next issue of "Employee Handbook."	Lynch	3/64		:
(3) Revise, update and publish "Guide to Better Understanding the U. S. Department of Agriculture." (1963 edition of both booklet and slides)	Lynch	7/63		: : : : : : : : : : : : : : : : : : : :
(4) Completely revise, update and publish 1963 edition of "Guide to Supervisors." (See PPRM Nos.93 & 97a.)	Smith	9/63		:
(5) "Tips on Personnel Management for Supervisors" will continue to be developed, edited, prepared for printing, published and issued during F.Y.64. (See PPRM Nos. 6 & 8)	Smith & Rasmussen	Monthly		: : :
(6) Special issues of "Tips" will be developed and issued as urgent needs arise for the Director to communicate with all employees. (See PPRM Nos.6 & 8)	Smith & Rasmussen	Open		:
				:
	•			:
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	•			:
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1. Cla	essification			
5-63 Office of Personnel :No. 5	5 : Category: Personnel Management					
	of Report		:3. Project No.			
	21, 1963		: OP-203			
4. Project Title : Project Objective: Provide Dep						
College and University Relations keeping them informed of curre through the Joint Land-Grant Co	ent and proje	DA Committ	recruitment and t ee on Training for	Covernment		
Relations : through the Joint Land-Grant C	offege - ooi	D21 OOMMITTEE	ce on Training 101	1 GOVETIMENT		
5. Type of Report	:		ime Schedule (Date			
	:Initiation		oletion of Study:	Installation		
/ / Proposal / / Initial / X / Interim / / Implementation 7. Submitted by:	: Cont. open		cy (Signature)			
E. R. Draheim, Chief, Employee Development Division, OP	: Approve	Tol. Agei	(Signature)			
11. Cost Data	:9. Title	was !	o 12 am			
	: Director of					
			Progress as of			
10. Project Plan Data	То	: Date:	12/31	: 6/30		
A. Liaison with Land-Grant Institutions	•	: :				
A. Blaison with Dand-Glant Institutions	•	:				
(1) Serve as Co-Chairman and provide aggressive	: Barnes	: Cont. :		•		
leadership to the Committee.	•	:		•		
(0)	: Draheim	: Cont. :				
(2) As member of Committee, provide liaison with Land-Grant Institutions on matters related to	· Draneim	· Cont.		•		
preparation and training for Government Service.	•	:				
Professional Community and Com	•	:		•		
B. Developing Plans for Joint Committee Work	:	:		•		
	: December of ma	1/6/				
(1) Recommend changes in Department membership on the Joint Committee and issue Secretary's Memorandum	: Draheim	: 1/64 :		•		
announcing changes.	•	:				
	.	:		•		
(2) Work with Committee members in developing course	: Draheim	: 10/63 :		•		
of action and agendas for meetings.	•	: & :		•		
	•	: 2/04 :		•		
(3) Develop agendas from items agreed to by all members	Lynch	: 10/63 :		•		
and issue announcements for scheduled meetings of	•	: & :		•		
the entire Joint Committee	•	: 3/64 :		•		
	•	:		*		
	•			•		
	•	•		•		



June 21, 1963 Supplemental Sheet OP-203		: Target: : Date:	Progress as of 12/31	: Progress as of : 6/30
.O. Project Plan Data	:	:		•
(4) Arrange for facilities and details for all Committee meetings.	Lynch	10/63 & & : 3/64		•
C. Conduct of Committee Meetings	:			•
(1) Keep alert to matters which should be brought to the attention of the Committee.	Draheim	Cont.		•
(2) Brief discussion leaders so that they will be properly prepared and present as scheduled.	Lynch	11/63 & & : 4/64		
(3) Serve as Executive Secretary to the Joint Committee.	Lynch	Cont.		•
(4) Develop reports on Meetings and see that they are distributed and effectively utilized. Regular distribution is to Committee Members, Agency Heads, Personnel Officers and Land-Grant Institutions.	Lynch	11/63 & & : 4/64		
D. Follow Up on Committee Decisions	•			
(1) Develop and take specific action to implement each recommendation made by the Joint Committee.	Lynch	: 7/63 : & : Cont. :		•
(2) Develop the 1963 Annual Report of the Joint Committee for approval of the Committee at the November 1963 Meeting.	Lynch	10/63		
E. Evaluation of Results of Joint Committee Work	Draheim	Cont.		
	:			•
	:	:		•
	•	: :		•
	•	* :		• .

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OP-1 U.S. DEPARTMENT OF AGRICULTURE			assification	
5-63 Office of Personnel :No. 5		ory: Per	rsonnel Management	
	of Report		:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT : June	21, 1963		: OP-204	
	Department	wide leade	rship and coordina	tion in keeping
Department Leadership in : Training Officers and other U				
Keeping Current in Training: ing training activities in US				
ing training activities in os	DA, other g	overnment	agencies, industry	, universities
Area : and elsewhere. 5. Type of Report	•	6 Т.	ime Schedule (Date	
5. Type of Report	:Initiation			
			oletion of Study:	Installation
/ / Proposal / / Initial /X / Interim / / Implementation	: Cont. ope		:	
7. Submitted by:	:8. Approv	ed for Ager	ncy (Signature)	
E. R. Draheim, Chief, Employee Development Division	: (and	1813anne	
11. Cost Data	:9. Title	·		
		or of Pers		
	: Assigned	: Target:	Progress as of	: Progress as of
	: To	: Date :	12/31	: 6/30
10. Project Plan Data	:	: :		•
A. Training Officers' Seminars (See PPRM No.29)	:	: :		•
at all the state of the state o		: :		•
(1) These Training Officers' Seminars are planned,	Draheim	: 7/63· :		•
organized and conducted under the direction of a	· DI aneim	• 7705		•
	•	•		•
Program Committee appointed by the Director of	•	•		•
Personnel the beginning of each fiscal year.	•	•		•
Agency Training Officers are rotated as members	•			•
of this Program Committee.		:		•
	•	:		•
(2) Staff member, Employee Development Division, serves	: Buchanan	: Monthly:		•
as coordinator for this Program Committee that	•	: :		•
plans, organizes, issues notices and conducts these	•	: :		•
monthly seminars attended by Training Officers,	•	: :		•
Personnel Officers plus other management and	:	:		•
program officials. Programs include a wide variety	:	: :		:
of resource people who discuss subjects of current		:		:
interest.	•			•
Interest.	•	•		•
P. Tuestaine Officered Landbaue (Co. PROM No. 20)	•	•		•
B. Training Officers' Luncheons (See PPRM No.29)	•	•		•
	• TZ	i .		•
Twice each month all USDA Training Officers hold a	: Kravitz	: Bi- :		•
luncheon meeting conducted by rotational chairmanship.	•	: Monthly:		•
Employee Development Division, OP, coordinates the	:	:		:
scheduling of this program and assigns the rotation	•	:		•
	•	: :		•
	•	:		



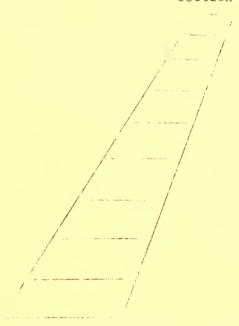
T	Supplemental Sheet OP-204		0	Target:	Progress as of	: Progress as of
June 21, 1963		: To	0	Date:	12/31	: 6/30
10. Project Plan	n Data	0	•	•		:
chairman. T	his media of communication is used to keep	•	•	:		:
	ining personnel informed of latest develop-	•	:	:		•
	rrent training opportunities throughout	•	:	:		
	nt, other government agencies, industry,	•	:			•
universities	and elsewhere.	•		•		•
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :			assification	
	: Catego	ry: Pe	rsonnel Managemen	t
	of Report		:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT : June	21, 1963		: OP-205	
4. Project Title : Project Objective: To provide	Departmentwi	de leader	ship and coordina	tion in
New Trends and Technology : performing necessary research	h and "niloti	ng out" d	levelopmental prog	rams on new
in Developing People : trends and technology concer-				
:	ned with deve	21011116 1	op 20.	
5. Type of Report	•	6. T	ime Schedule (Date	es)
	:Initiation		pletion of Study:	
/ / Proposal / / Initial /X/ Interim / / Implementation	: Cont. oper		:	
7. Submitted by:			ncy (Signature)	
E. R. Draheim, Chief, Employee Development Division, OP		arl	BBarner	
ll. Cost Data	:9. Title			
	: Directo	or of Pers	sonnel	
			Progress as of	: Progress as of
		: Date :		: 6/30
10. Project Plan Data	:	: :		:
A. Gearing USDA Training for 1973 (See PPRM No.29)	•	: :		•
	•	:		0
Study, evaluate, initiate and develop new techniques	: Draheim	: 7/63 :		•
and methods for developing people - projecting through	:	: & :		
1973.	:	: Cont . :		•
1773.	•	: :		
B. ADP (MOHR) in Developing People (See PPRM Nos.37 & 38)		:		
b. and thomas In severality a copie (acc and a copie)		: :		
Solid thought, research in depth followed by action is	: LaMois.	: 7/63 :		
needed to determine the impact of ADP (MOHR) on future		. & .		:
training efforts in USDA		: Cont. :		•
training cricity in oppos	: Rasmussen			•
	:	:		•
C. Programmed Learning	•	: :	•	•
o. Flogidianed Scalining	•	:		•
(1) A special task force chaired by a staff member of	: LaMois,	: 7/63		•
the Employee Development Division, OP, will study	,	: & :		•
the techniques and value of programmed learning		: Cont .		•
and its use in developing people in USDA.	: Rasmussen			•
and its use in developing people in obbit.	· Masiliassell			•
(2) Members of this task force will receive special	LaMois,	9/63		•
training in programmed learning through Government	Smith			•
and University programs.	: &			•
and ourserstey brokrams.	Rasmussen			•
	. Rasmassen			•
	•			•
	ė .			•



June 21, 1963 Supplemental Sheet OP-205		: Target: : Date :	Progress as of 12/31	: Progress as of 6/30
10. Project Plan Data (3) Task force members will be available to assist Agency Training Officers in effective use of programmed instructions.	: : LaMois,	9/63	12,01	:
D. Training Via T.V.	•	:		:
Develop pilot programs for the use of closed circuit T.V. to meet future training needs in USDA. E. Simulation in Training	:	7/63 & Cont.		: : : : : : : : : : : : : : : : : : : :
Develop pilot programs for use of simulation exercises to meet future training needs in USDA.		&/63 & Cont.		:
F. Gaming in Training	•	•		•
Develop pilot program for use of "Gaming" to meet future training needs in USDA.		8/63 & Cont.		:
				: : :
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Section 5



E X A M I N A T I O N A N D E M P L O Y M E N T

D I V I S I O N

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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1. 01	assificatio	n	ē		
	:No. 5 : Category: Personnel Management						
PROJECTED WORK PLANS and :2. Date	of Report		:3. Proje				
MANAGEMENT IMPROVEMENT PROJECT REPORT : 6/26/6	3		:OP 300				
4. Project Title : Project Objective:							
: 1. To make maximum use of th	e summer stu	ident empl	oyment prog	ram as a	recruiting device		
Recruitment - Summer Student : for career service.	mlasamanh 0	and the court of		- C	M00.0.0		
Employment : 2. To secure most effective	precement &						
5. Type of Report	Tailiation		ime Schedul				
/ / Proposal /X / Initial / / Interim / / Implementation	:Initiation 7/1/63	i :Com	pletion of	Study: 1	installation		
7. Submitted by:		od for Ago	ncy (Signat	1200			
H. R. Peecksen, Chief, Examination & Employment Division	. a. Approgra	2 1 1 1	Baran				
11. Cost Data	:9. Title	UU 18	1 dans	. 11			
TTA 4400 4400		rector of	Personnel				
	Assigned			of :	Progress as of		
	: To	: Date:	12/	:	6/30		
10. Project Plan Data	:	: :					
1. Review the operations of the 1963 summer program. Identi	, :	:		:			
fy problem areas and recommend plans for an improved	•	:		:			
approach for summer 1964.	: Gross	:12/30/63		:			
	•						
2. Obtain information from agencies as to estimated agency		: .0/25/6/:					
needs for summer employment for 1964.	: Thomas	:2/15/64:					
3. Provide orderly referral of applicants to agencies for	•						
consideration and placement in positions appropriate to	•	•		•	•		
applicant's education and career interests.	Thomas	:5/1/64 :					
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	•	:					
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Referral : ment market. : 2. To provide counsel and service to applicants on employment opportunities in the * 5. Type of Report : 6. Time Schedule (Dates) : Initiation : Completion of Study: Installation : 7. Submitted by: 8. Approved for Agency (Signature) : 8. Approved for Agency (Signature) : 9. Title : Director of Personnel : Assigned: Target: Progress as of : Progress as of : To : Date: 12/31 : 6/30 Project Objective (continued) * Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
MANAGEMENT IMPROVEMENT PROJECT REPORT: 6/27/63: OP 301 4. Project Title: Project Objective: Central Interview and Referral: To maintain current information on agency personnel needs and trends in the employment are ment market:
4. Project Title : Project Objective: Central Interview and Referral : I. To maintain current information on agency personnel needs and trends in the employment ment market. 2. To provide counsel and service to applicants on employment opportunities in the solution of Report : Completion of Study: Installation : To proposal / Initial / Interim / Implementation : To Submitted by: H. R. Peecksen, Chief, Examination & Employment Div. : S. Approved for Agency (Signature) : Director of Personnel : Assigned : Target: Progress as of : To : Date : 12/31 : 6/30 Project Objective (continued) : To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
Central Interview and Referral: 1. To maintain current information on agency personnel needs and trends in the employment met market. 2. To provide counsel and service to applicants on employment opportunities in the * 5. Type of Report: 6. Time Schedule (Dates) Initiation: Completion of Study: Installation Initiation: Completion of Study: Installation Referral: 8. Approved for Agency (Signature) Referral: 9. Title Refe
Referral : ment market. : 2. To provide counsel and service to applicants on employment opportunities in the * 5. Type of Report : 6. Time Schedule (Dates) : Initiation : Completion of Study: Installation : 7. Submitted by: 8. Approved for Agency (Signature) : 8. Approved for Agency (Signature) : 9. Title : Director of Personnel : Assigned: Target: Progress as of : Progress as of : To : Date: 12/31 : 6/30 Project Objective (continued) * Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
: 2. To provide counsel and service to applicants on employment opportunities in the 5. Type of Report 6. Time Schedule (Dates)
5. Type of Report Complete C
Initiation Completion of Study: Installation Completion Completion of Study: Installation Completion C
7. Submitted by: H. R. Peecksen, Chief, Examination & Employment Div. 11. Cost Data 12. Title Director of Personnel Assigned: Target: Progress as of Progress as of To Date: 12/31 6/30 Project Objective (continued) Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
7. Submitted by: H. R. Peecksen, Chief, Examination & Employment Div. 11. Cost Data 12. Title Director of Personnel Assigned: Target: Progress as of Progress as of To Date: 12/31 6/30 Project Objective (continued) Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
H. R. Peecksen, Chief, Examination & Employment Div. 11. Cost Data 12. Title Director of Personnel Assigned: Target: Progress as of Progress as of To Date: 12/31 6/30 Project Objective (continued) Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
Director of Personnel Assigned: Target: Progress as of 12/31 16/30 Project Objective (continued) Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
Assigned: Target: Progress as of 12/31 6/30 Project Objective (continued) * Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
Project Objective (continued) * Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
Project Objective (continued) * Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
* Department of Agriculture. 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
dating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
dating of informational material developed outside the Department of Agriculture. 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employ-
possible assistance to find suitable continuous employ-
possible assistance to find suitable continuous employ-
ment.
: : :
10. Project Plan Data : : : :
1. Maintain (continuous) contact with agency employment : Zell & :contin-:
officers to be currently informed on employment needs. : Howard :uous :
2. Maintain current information on employment market condi-: : : :
tions through feed-back from the agencies, liaison with : Zell & : :
the Civil Service Commission, InterDepartmental Place- : Howard : " :
ment Committee, U. S. Employment Service and other sources.
3. Interview applicants and refer qualified applicants to : Zell & : "
proper employment offices. Howard
ly Course on Department manuscratefies on Inter Departments!
4. Serve as Department representative on Inter-Departmental: : : : : : : : : : : : : : : : : : :
1 Tacement Admittage to evipting this other off pelatoment.

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	Supplemental Sheet OP 301	Assigned To	: Target: : Date:	Progress as of 12/31	: Progress as of 6/30
10.	Project Plan Data : needs and to facilitate the placement of qualified employees.		weekly	12/01	•
5•	Refer to agencies or review and respond to employment letter referrals received from the White House, Members of Congress, other Government officials and inquiries from the general public.	Zell & Howard	contin-		:
6.	Furnish information and appropriate printed material in response to requests from placement counselors and the general public.	Zell & Howard	: : : : : : : : : : : : : : : : : : : :		:
7.	Systematically obtain feed-back information on applicants referred to keep currently informed of the effectiveness of the interview and screening processes; making adjustments as needed to improve the function and better serve the agencies.	Zell & Howard			: : : :
3.	Review Civil Service Commission recruitment brochures containing information pertinent to agencies in Agriculture and make changes or suggestions to assure their accuracy and effectiveness.	Peeckser			•
	Gather information from agencies of the Department and develop employment brochures and other appropriate materials for distribution to prospective applicants and general public.	Peecksen Gross & Howard	•		:
	Maintain current list of Group III (TAPER) employees.	Zell	: "		•
,•	Review Group III listing and refer qualified employees reached in reduction in force to agencies for displacement action.	Zell	11 :		:
2.	Refer employees reached in RIF for consideration for placement within the Department and to other agencies of the Government.	Zell	: : : : : : : : : : : : : : : : : : :		:
3.	Maintains current re-employment rights listing and issues notice to agencies restricting employment to affected positions.	Zell	\$ 11		:



0P-1	U. S. DEPARTMENT OF AGRICULTURE :			1. Cl	assification	
5-63	Office of Personnel :No.	5	: Catego	ry: Pe	rsonnel Managemen	t
	PROJECTED WORK PLANS and :2. I MANAGEMENT IMPROVEMENT PROJECT REPORT :	Date of	Report /63		OP 302 No.	
	roject Title : Project Objective: amination : 1. To provide an exami	nation p	rogram th	at will m	eet the needs of	the agencies.
5. T	ype of Report	:		6. T	ime Schedule (Date	es)
/ / /	Proposal 🖟 / Initial / / Interim / / Implementa	:Ī	nitiation 7/1/63		pletion of Study:	
7. Si	nbmitted by: R. Peecksen, Chief, Examination and Employment Div	• 8	. Approve	d for Age	ncy (Signature)	
11. (Cost Data	: 9	. Title Director	of Person	nel	
		:-	Assigned	: Target:	Progress as of	: Progress as of
		:	То	: Date:	12/31	: 6/30
10. 1	Project Plan Data To anticipate and identify areas requiring examinati	on :		continu-		•
	rogram coverage	:		ous		•
2. <i>I</i>	malyze the need to determine appropriate course of	action.		as re- quired		
- 1	Develop with Civil Service Commission a plan for con ing an appropriate examination program through facil of Civil Service Commission and Boards of Examiners	duct-		: : : : : : : : : : : : : : : : : : : :		•
ć	Represent the Department at inter-agency meetings to levelop examining approaches to meet needs in jobs common to many agencies.	:		: : : : : : : : : : : : : : : : : : : :		
5. 8	Supply guidance as needed to Boards of Examiners	•		continu- ous		•
	Keep currently informed on Central Board of Examiner operations to identify operational problems and make adjustments as needed.	rs :		: : : : : : : : : : : : : : : : : : : :		
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OP-	-1 U.S. DEPARTMENT OF AGRICULTURE :		1. C1	Lassification	
5-6		: Categ		ersonnel Management	
	PROJECTED WORK PLANS and :2. Date o	f Report		:3. Project No.	
	MANAGEMENT IMPROVEMENT PROJECT REPORT : 6/3	26/63		: OP 303	
Mer	Project Title : Project Objective: it Promotion Program : 1. To study the variations and basis for the variations. : 2. To evaluate the effectivene		agency mer	it promotion plans	and the merit
5.	Type of Report	:		ime Schedule (Date	
_		:Initiatio : 7/1/63	:	npletion of Study:	Installation
	Submitted by: R. Peecksen, Chief, Examination and Employment Division	:8. Approv		ency (Signature)	
11.	Cost Data	:9. Title	_		
		·	tor of Per		
				Progress as of	
_		То	: Date :	12/31	: 6/30
Pro	ject Objective (continued)	•			
	nuocuem es e vitelle	•	•		•
	program as a whole.	:	•		•
3.	To improve the effectiveness of the merit promotion	•			•
-	program and to promote the acceptance of the philosophy	:	:		•
	behind the program by both supervisors and employees.	:	:		•
		:	:		•
10.	Project Plan Data	•			•
1.	To review, analyze and tabulate the variations in the	Thomas &	continu-		
	approved plans to identify the basis for the variations.	Gross	ous :		•
	approved prime to guidantly the water and the content of	:	: :		•
2.	To consult with the agencies to supplement the results of	:	:		•
	the Division review.	Gross	: "		•
		•	:		•
3.	Study the methods used to locate candidates for promotion	Thomas	: 11		
1.					
4.	Ascertain the rating factors used and the relationship	·	•		•
	established for these factors (experience, education, appraisal, tests, other); consistency between plans.	Gross & Thomas	: # :		
	appraisant, seems, constructed becased pixels.	THOMPS			•
5.	Determine the ways in which supervisory appraisals are	Gross &			•
	used to identify the best qualified candidates.	Thomas	: 11 :		•
		•	:		:
		:	:		:
		:	: :		•



ANNION		: Assigned	: Target:	Progress as of	: Progress as of
-	Supplemental Sheet OP 303	: To	: Date :	0	6/30
10	. Project Plan Data	:	0 0		•
6.	Review the extent to which tests are used; consistency between plans.	Gross & Thomas	continu- ous		:
7.	Review Civil Service Commission inspection reports, agency evaluation reports, grievances filed, etc.	•	•		: :
	(a) for appropriateness of the use of the exceptions clauses in the promotion plan;	Gross & Thomas	: : : :		:
	(b) adequacy of records and documents.	: n	: n :		:
8.	Study the extent to which executive development training programs are used in staffing and whether any aspect of the merit promotion program hinders the operation of executive development.	Peecksen & Gross	: : : : : : : : : : : : : : : : : : : :		:
9.	Survey of representative sample of employees and supervisors as to the adequacy, fairness and procedural efficiency of the program.	Peecksen & Gross	3/31/64		•
10.	Study the information obtained and identify deterents to availability of well-qualified candidates for promotion; such as, moving costs, monetary rewards, prestige, and artificial barriers restricting mobility of promotable candidates, qualification requirements.	Peecksen & Gross	continu-		:
11.	Make interim evaluation of the information gathered in terms of overall effectiveness.	Peecksen & Gross	: 4/30/64		:
12.	Staff report to the Director as to findings.	Peecksen & Gross	: 6/30/64		•
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		:	: :		•



OP-	1 U.S. DEPARTMENT OF AGRICULTURE :		1. Cla	assification	
5-6		: Categ		rsonnel Managemen	t
0 0		of Report		:3. Project No.	
		26/63		: OP 304	
4.	Project Title : Project Objective:				
	loyee Utilization : 1. To broaden understanding of	of the full	scope of t	he Department's	responsibility for
-	: maximum use of employee's	abilities,	experience	and skills.	
	: 2. To afford an opportunity t	to employees			
5.	Type of Report	•		ime Schedule (Dat	
		:Initiation	n :Comj	pletion of Study:	Installation
	/ Proposal / / Initial /x / Interim / / Implementation	: 7/1/63	:	*	
	Submitted by:	:8. Approv		ncy (Signature)	
	R. Peecksen, Chief, Examination & Employment Division	: (arl	15 Joanne	
11.	Cost Data	:9. Title	D		
		*	tor of Per		
		-			: Progress as of
*		: To	: Date:	12/31	: 6/30
rro	Sect Objective (continued)	•			•
	abilities and interests	•			•
	abilities and interests	•			•
2	To determine the type of climate that makes for optimum	•			*
3.	use of the employee's skill and experience.	•	•		•
	dae of the emblokee a parit and experience.	•	•		•
10.	Project Plan Data	:			•
10.	110,Jeco 11an baoa		: :		•
1.	Review Civil Service Commission reports describing	:			•
	methods used by individual agencies and offices to		: :		•
	achieve maximum utilization of employee's skills,	:Peecksen	:continu-		:
	aptitudes and abilities.	:& Gross	: ous :		•
		:			
2.	Study methods used to identify employee's skills, apti-	•	:		•
	tudes and abilities, such as:	•	: :		:
		•	:		•
	(a) placement follow up	:	: :		•
	(b) skills files	:	: :		•
	(c) multiple appraisal	•	:		•
	(d) tests	:Thomas	:		•
	(e) other methods	:& Gross	: ":		•
		:	: :		•
3.	Study methods used by agencies to eliminate the "dead-	Thomas	: " :		•
	end job."	:& Gross	:		•
		:	: :		•
		•	: :		•



		: Assigned : To	: Target: : Date :	Progress as of 12/31	: Progress as of 6/30
0.	Project Plan Data	o o	0	22/02	• 0/00
+.	Study relationship of understudy and career development programs to the field of employee utilization.	Gross	continu- ous		:
5.	Attend the meetings and seminars to obtain current information on methods, techniques and procedures used to achieve positive results in identifying and channeling the employee's abilities, skills and experience into the most effective work areas.	Peecksen & Gross	as avail- able		: : : : : : : : : : : : : : : : : : : :
5.	Identify and make available to agencies resource material and information for their use and guidance.	Gross	as avail- able		:
7•	Prepare and issue suggestions, recommendations or guides on employee utilization.	Peecksen & Gross	as developed	1	:
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A DEPARTMENT OF ACCIONMENT	
OP-1 U. S. DEPARTMENT OF AGRICULTURE	
	No. 5 : Category: Personnel Management 2. Date of Report :3. Project No.
PROJECTED WORK PLANS and :2 MANAGEMENT IMPROVEMENT PROJECT REPORT :	6/26/63 : OP 305
4. Project Title : Project Objective:	
: 1. To improve the eff	fectiveness of performance evaluation.
Performance Evaluation :	
:	
5. Type of Report	: 6. Time Schedule (Dates)
	:Initiation :Completion of Study: Installation
/ / Proposal /X / Initial / / Interim / / Implemen	
7. Submitted by:	:8. Approved for Agency (Signature)
H. R. Peecksen, Chief, Examination & Employment Di	
11. Cost Data	:9. Title Director of Personnel
	: Assigned : Target: Progress as of : Progress as of
	: To : Date : 12/31 : 6/30
10. Project Plan Data	
1. To review agency performance evaluation plans:	: :
(a) For extent to which performance standards are	e used
(a) For extent to which performance standards are understood and accepted by supervisors and en	moloveds
Climet 2000d will accepted by pupor 125015 was a	
(b) For method used to accomplish periodic apprais	isal and
the uses made by management and the employee	
appraisals.	
(c) The status of the performance evaluation prog	
terms of understanding and degree of acceptan	
management and employees.	: & Gross : ous :
	enmakeni i aa i
2. Participate in meetings and seminars to obtain in	formation as a same and Peecksen avail-
concerning methods and techniques used in industry government and to observe trends developing in the	is field. & Gross able
Soverwhelf and to observe clemps describing in our	IB IICIU. W GIODB CADIO
3. Issue staff reports of findings.	Peecksen 85
7. TDDM: podii ichoiop or remembre	& Gross developed

4.



OP-1 U.S. DEPARTMENT OF AGRICULTURE :	1. Classification	
5-63 Office of Personnel :No.	5 : Category: Personnel Management	
MANAGEMENT IMPROVEMENT PROJECT REPORT : 6/26	of Report :3. Project No. op 306	
4. Project Title : Project Objective:		
Liaison Activities : 1. To assist the Civil Servi	ce Commission in meeting special project needs. of information between the Division and its counterpar	rt.s
2. To provide for the flow of	with agencies of the Department.	. 05
·		
5. Type of Report	6. Time Schedule (Dates)	
	:Initiation :Completion of Study: Installation	
/ / Proposal /x / Initial / / Interim / / Implementation		
7. Submitted by:	:8. Approved for Agency (Signature)	
H. R. Peecksen, Chief, Examination & Employment Division 11. Cost Data	: Carl B Barner	
II. Cost Data	Director of Personnel	
	: Assigned : Target: Progress as of : Progress as	s of
	: To : Date: 12/31 : 6/30	
10. Project Plan Data	: : : :	
1. Serve as contact officer between Department and Civil	_ : : : : : : : : : : : : : : : : : : : : : : :	
Service Commission for the purpose of furnishing cleric	il: continu;	
and secretarial help to the White House.	: Zell : ous :	
2. Serve as contact between Department and Civil Service	: :	
Commission for the purpose of furnishing monitors and	7227 11	
examiners to the Commission.	: Zell : " : :	
and the second s		
3. Participate in Inter-Agency Group meetings and discussi of current problems relating to all areas of responsibi	ous: : : : : : : : : : : : : : : : : : :	
	& Gross "	
ties assigned the Division.		
4. Serve as point of contact for the flow of information t	· · · · · · · · · · · · · · · · · · ·	
and from Agencies on matters relating to the assignment	Peecksen	
of the Division.	& Gross "	
02 020 221222021		
5. Serve as point of contact for the rlow of information		
between Departments on matters relating to the work of	Peecksen	
the Division.	& Gross "	
	: : :	
	: :	
	: :	
	: :	
	: :	

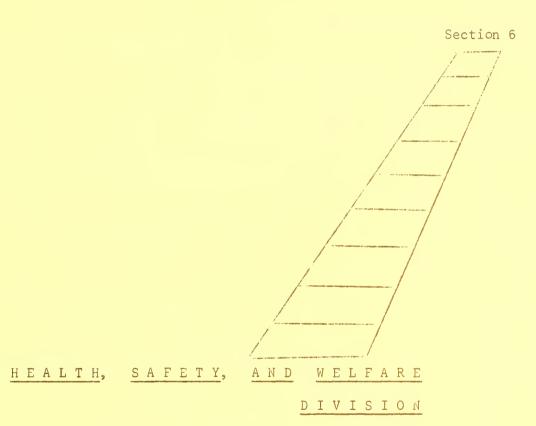


OP-1 U.S. DEPARTMENT OF AGRICULTURE	0 0		l. Cla	ssification	
5-63 Office of Personnel	:No. 5			sonnel Managemen	t
PROJECTED WORK PLANS and	. 2. Date o			:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT	: 6/26/6	3		: OP 307	
4. Project Title : Project Object					
				ent and the agenc	ies for undergraduat
	raduate level co				
	positive role	in the coord		nd evaluation of	
5. Type of Report				me Schedule (Date	
/ December 1 Test 2 /	Tana 3 am a da d	:Initiation : 7/1/63	:Comp	oletion of Study:	Installation
/ / Proposal /x / Initial / / Interim / / . 7. Submitted by:	implementation			icy (Signature)	
H. R. Peecksen, Chief, Examination and Employ	ment Div.	:8. Approve	a lor Ager	- 10'	den .
11. Cost Data	MCHO DIV.	:9. Title	an	a form	
11. Cost bata			tor of Pe	rsonnel	
					: Progress as of
			: Date:	12/31	: 6/30
Project Objective (continued)		:	: :		•
		•	: :		•
activities of the Department and its agence	ies (at the	:	:		:
college level).		:	:		•
	- 4 - 9	•	:		•
3. To develop information for use in discussi		•	:		•
college officials on possible modification		•			•
curriculum to meet agency requirements and rapport between the colleges and the Depar		•			•
raphore perween the correses and the pebar	cment.	•			•
10. Project Plan Data:		•	•		•
200 210,000 1200 2000.		•	:		•
1. Submit multipurpose college recruitment di	rectory to		: :		•
Office of Information for publication.		Gross	: 8/1/63 :		•
		•	:		:
2. Distribute USDA multipurpose college recru	itment	: Thomas &	:		•
directory		: Howard	: 10/30/63		:
		•	:		:
3. Obtain information from the agencies of th			: :		•
needs, present and anticipated, for colleg	e-level talent.	: & Gross	: 9/1/63 :		:
		:	: / /		:
4. Publish Opportunities for Employment broch	ure.	: Gross	: 10/30/63		•
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		:	:		•
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Supplemental Sheet OP 307	_		Progress as of	
	: To	: Date:	12/31	: 6/30
10. Project Plan Data	•	0 0		•
5. Distribute Opportunities for Employment brochure.	•			•
(a) to the agencies				
(b) direct mailing	:Thomas &	. 22/25/62		•
(c) personal release	: Howard	:11/15/63		
6 Planeter and according to a complete a california.	•			
6. Planning and coordinating of recruiting activity: (a) scheduling of USDA College Recruitment Exhibits	: Thomas	cont.		•
(b) arrange for the Department to be represented at	: Peecksen	· COMC ·		
career festivals.	: & Gross	. 11		•
	. or Gross			
(c) field evaluation and review on site of one major career recruitment activity in each of four		:Jan. & :		•
	: & Gross	: Feb. 64:		•
geographical areas.	· & Gross	. rep. 04.		•
7. Re-evaluate college-level recruitment needs.	Thomas	: 1/15/64:		•
1. We-eastropic correse-react recruitment needs.	· THORIES	. 1/1// 04.		•
Prepare and distribute any needed additional recruit	ing:			•
information, reflecting changes in need for college- level talent.	i i			•
	Thomas	:2/1/64:		•
	· Titomera	: : :		•
8. Prepare overall report by Examination and Employment	: Peecksen			•
Division to the Director of Personnel on program result		: 6/30/64:		•
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OP.	-1 U.S. DEPARTMENT OF AGRICULTURE	0			l. Cla	ssification	
5-6		:No. 5	: Cate	gor		sonnel Managemen	t
	PROJECTED WORK PLANS and	:2. Date o	of Report		5	:3. Project No.	
	MANAGEMENT IMPROVEMENT PROJECT REPORT	: July	12, 1963			: OP 400	
4.	Project Title : Project Objective:						
	: To provide an Occupa	ational and	l Preventi	ve 1	Health Pr	ogram to protect	and preserve the
Em	ployee Health : health of all employ	rees .					
	:						
5.	Type of Report		:		6. Ti	me Schedule (Date	es)
			:Initiation	on	:Comp	letion of Study:	Installation
/	/ Proposal / / Initial / / Interim / / Implem	mentation	:		•	:	
7.	Submitted by:		:8. Appro	yed	for Agen	cy (Signature)	
1 1			:9. Title	A		Janne	
11. Cost Data			:9. IItle	Di	rector of	Personnel	
			: Assigned	d :	Target:	Progress as of	: Progress as o
			: To	:	Date:	12/31/63	: 6/30/64
10.	Project Plan Data		•	:	0		•
A.	Provide emergency care for on-the-job illness as	nd injuries	Dr.Buchan	an:	Cont.:		•
	to employees in the Washington-Beltsville area		and Heal		•		•
	employees seen in Fiscal Year 1962-1963.		:Unit Nur	se s	•		•
			:	:	:		•
B. Examinations: Pre-employment, pre-overseas tra		elling,	Dr. Buchan	an:	Cont.:		•
	fitness for duty and disability retirement. 200		:	:	•		•
	tions 1962-63.		•	:	•		•
			:	:	•		•
C.	Consultations with individual employees, superv		Dr. Buchan	an	•		•
	and personnel officers about job-related health	problems.	•	:	•		•
	Approximately 1,000 consultations in 1962-63.		•	:	•		•
			•	•	•		•
D.	Monitoring examinations of employees engaged in	hazard-	Dr. Buchan				•
	ous duties. Approximately 100 in 1962-63.				monthly:		•
			•		others:		
			•	:	quarter1y	•	
			•	:			
E.	Screening examinations: Chest X-rays, visual, he	earing,	Health	•	Annual:		•
	and diabetes. Approximately 8,000 in 1962-63.		Units	•	•		•
77	T	6.1		:			:
F.	Immunization Programs for tetanus, polio and in	tluenza.	Health		Annual:		
	Approximately 9,130 in 1962-63.		Units		Oct. '63:		
	Smallpox vaccinations		•	:	Nov. '63:		•
			•	•	•		•
			•	:	•		•
			•		•		



Supplemental Sheet OP-400	: Assigned : Target: Progress as of : Progress as : To : Date : 12/31/63 : 6/30/6
O. Project Plan Data	
G. Blood Donor Program - 1700 pints 1962-63.	Mrs. 5 times Hackett yearly
 Placement of physically handicapped and emotionally restored - technical consultations. Approximately 50 placed in 1962-63. 	Dr. Buchanan Cont.
Training - Supervisory Development Programs, Secretar Training Programs, and others. Approximately 1000 ti 1962-63.	
 Review of Health and Safety Programs - field consultations with Safety Officers in 1962-63. Grain Inspectors, ASCS Research Laboratories, ARS Field Safety Problems, several agencies 	n- Dr.Buchanan Cont. and Mr.Shepherd
Liaison with other government agencies to improve Hear Programs in 1962-63 with USPHS, BEC and CSC.	olth Dr.Buchanan Cont.
. Health Education - the use of lectures, written artic printed materials, films, etc.	les, Dr.Buchanan Cont. and Health Unit Nurses
 Survey and establish Health Units as determined neces See Project OP-401. 	
Participation in Council of Federal Medical Directors Occupational Health to improve employee health progra throughout government.	



OP-1 U.S. DEPARTMENT OF AGRICULTURE :		1 (1	assification	
5-63 Office of Personnel :No. 5	· Catoro		rsonnel Managemen	4
PROJECTED WORK PLANS and :2. Date		ry. re	:3. Project No.	
	-		-	
MANAGEMENT IMPROVEMENT PROJECT REPORT : June	7. 1963		: OP-401	
4. Project Title : Project Objective:				
Health Unit Federal Office Building Hvattsville, Md. To provide health services for	r 1500 USDA	employees	who will occupy	this building
5. Type of Report	:	6. T	ime Schedule (Dat	es)
	:Initiation		oletion of Study:	
/X / Proposal / / Initial / / Interim / / Implementation	: January,	1963 :		September, 1963
7. Submitted by: Lee t. Buchanan	/		ncy (Signature)	
11. Cost Data	:9. Title			
	: D	Director o	f Personnel	
\$15,000 per annum				: Progress as of
	: To	: Date:	12/31	: 6/30
10. Project Plan Data	•	: :		0
	•	:		:
Contract with agencies for reimbursement to the Office	: LKB	: June :		:
of Personnel	•	: 1963		•
	•	:		•
	•	:		•
Contract for space	LKB	June		•
	•	1963		•
	•			•
Supplying room and hiring personnel	LKB	August		•
	•	1963		•
	•			•
Opening of Unit	LKB	Sept.		•
	•	1963		•
	:			:
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OF-1 U.S. DEPARTMENT OF AGRICULTURE :			assification	
5-63 Office of Personnel :No. 5	: Categor	ry: Pe	rsonnel Management	
PROJECTED WORK PLANS and :2. Date of the control of	of Report 1, 1963		:3. Project No.	
	1, 1703		: OP-425	
4. Project Title : Project Objective: Coordinator of Departnt To influence management t	o assume its	respons	ibilities and	
Safety Program authority for leadership				
program. (See PPR No. 76a				
5, Type of Report	•	6. T	ime Schedule (Date	s)
	:Initiation	:Com	pletion of Study:	Installation
/ / Proposal / / Initial 🔏 / Interim / / Implementation	•	:	:	
7. Submitted by: Henry F. Shepherd, Dept. Safety Officer	:8. Approved	d for Age	ncy (Signature)	
Division of Health, Safety and Welfare	:9. Title	Il.	13 Barries	
11. Cost Data		rector o	f Personnel	
			Progress as of	: Progress as of
	_	: Date:		: 6/30
10. Project Plan Data Coordinate and stimulate safety	•	:		•
efforts of:	:	: :		•
	:	:		0
. Agency safety and personnel officers;	: Shepherd	: Contng;		•
. The USDA Safety Advisory Committee;	•	: 		
Agency officials;Employee organizations;	•	• •		•
. Employee Olganizations,	•	•		•
	•	:		•
through counsel, advice, meetings, field trips, corres-	:	:		•
pondence, which will result in the integration of in-	:	:		•
spections, performance standards and evaluations,	•	:		•
classification, job and group training and employee		:		•
discipline.		: 		•
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OP-1 U.S. DEPARTMENT OF AGRICULTURE :	l. Classification				
	5 : Category: Personnel Management				
	of Report :3. Project No.				
	21, 1963 : OP 426				
	nt and maintenance of employee compensation for servi-	Ce-			
	injuries and occupational diseases policy and regula				
	ee PPR No. 76e)				
Governing Employees' Comp.Act	ee 11k ko. 70e)				
5. Type of Report	: 6. Time Schedule (Dates)	· · · · · · · · · · · · · · · · · · ·			
J. Type of Report	:Initiation :Completion of Study: Installation				
/ / Proposal / / Initial /X / Interim / / Implementation	: : : : : : : : : : : : : : : : : : :				
7. Submitted by: Henry F. Shepherd, Dept. Safety Officer	:8. Approved for Agency (Signature)				
Division of Health, Safety and Welfare	: Carl Barner				
11. Cost Data	:9. Title				
TI. OOGE Pata	: Director of Personnel				
	: Assigned : Target: Progress as of : Progress as	of			
	: To : Date : 12/31 : 6/30	01			
10. Project Plan Data	: : : : : : : : : : : : : : : : : : : :	<u> </u>			
100 110 Joet 11an Data					
Develop and maintain Department injury compensation	: Shepherd : Contng.:				
policy and regulations that will supplement BEC	: : : :				
regulations and provide the agencies with guides that					
will direct negotiations between agencies of the					
Department and appropriate BEC offices and specify					
the responsibilities of agency heads, supervisors,					
and employees for having prompt and proper action					
taken when an employee is injured in the performance					
of official duties.					
of official ductes.					
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1 01	assification	
	0-4			<u> </u>
5-63 Office of Personnel :No. 5		ry: Pe	rsonnel Managemen	<u> </u>
	of Report		:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT : June	21, 1963		: OP 427	
4. Project Title : Project Objective: To record	and dissemin	ate accid	ient information a	ADD comple
Safety Records & Reports : accident prevention based on	recorded expe	rience m	aking full use of	ADP OPERACIONS
: to the fullest extent practice	al. (See PPR	No. /6c)		
5. Type of Report	T		ime Schedule (Date	
	:Initiation	:Com	pletion of Study:	Installation
/ / Proposal / / Initial / X / Interim / / Implementation		· · · · · · ·	: (C:===+	
7. Submitted by: Henry F. Shepherd, Department Safety Office:		of for Age	ncy (Signature)	
Division of Health, Safety and Welfare 11. Cost Data	: (4 :9. Title	are	10 12 arne	2
II. COST Data		atom of 1	Personnel	
			Progress as of	· Progress as of
		: Date :		: 6/30
10. Project Plan Data	• 10	· Date ·	12/51	• 0/30
100 110 jeet 11an bata	•	•		•
number of the deformation and advection	Shepherd	: Contro		•
Promote a vigorous safety information and education	:	: :		
program utilizing:		:		
. Safety Exchange Packets	:	: :		:
. Monthly Injury Reports	:	:		•
. Case Studies	:	:		•
. Investigation Reports	•	:		•
. Safety Signals	:	: :		•
. Timely News Items	•	:		:
. Annual Reports	•	: :		•
and other media	:	:		•
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		l. Cla	ssification	
5-63 Office of Personnel :No. 5	: Catego		sonnel Management	
PROJECTED WORK PLANS and :2. Date o			:3. Project No.	
MANAGEMENT 1MPROVEMENT PROJECT REPORT : June 2	1, 1963	-	: OP 428	
4. Project Title : Project Objective: Liaison wit	h organizat	ions, both	in and out of Go	overnment,
Liaison with Safety : contributing	g to effect	ive safe t y	programs. (See	PPR No. 76d).
Organizations :				
T. The second of		c T.	C-1-1-1- (D-+-	
5. Type of Report	: Initiation		me Schedule (Date letion of Study:	
/ / Proposal / / Initial /x / Interim / / Implementation	:	: COMP	rection of study.	Installation
7. Submitted by: Henry F. Shepherd, Dpt. Safety Officer	:8. Approve	d for Ager	cy (Signature)	
Division of Health, Safety and Welfare	: " (1)	1 17 - 1	Same	
11. Cost Data	:9. Title			
			Personnel	
	: Assigned	: Target:	Progress as of	
	: To	: Date:	12/31	: 6/30
10. Project Plan Data	•	:		•
Provide for liaison with Department of Labor and	Shepherd	: Contng.:		
Bureau of Employees' Compensation; also:	•			
	•	•		•
. Federal Safety Council and field affiliates	:	: :		:
Nation Safety CouncilAmerican Standards Association	:	:		
 American Standards Association Civil Service Commission IAG Committees as requested 	16	:		•
• Safety Equipment manufacturers	•	:		:
. Other Government, State and local agencies	•	:		:
. Other outside safety organizations	:	:		:
Ocher odeside sarety organization	•	:		:
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OP-1 U. S. DEPARTMENT OF AGRICULTURE	: 1. Classification
5-63 Office of Personnel	:No. 5 : Category: Personnel Management
PROJECTED WORK PLANS and	:2. Date of Report :3. Project No.
MANAGEMENT IMPROVEMENT PROJECT REPORT	: June 21, 1963 : OP 429
4. Project Title : Project Objecti	
	Issuance of a comprehensive booklet to aid supervisors in the administra
Guide: for USDA : tion of the Emp	loyee's Compensation Act. (See PPR No. 76c)
Supervisors" :	(See 11k No. 70c)
5. Type of Report	: 6. Time Schedule (Dates)
o. Type of Report	:Initiation :Completion of Study: Installation
/ / Proposal / / Initial / X/ Interim / / In	
	Safety Officer: 8. Approved for Agency (Signature)
Division of Health, Safety and Welfare	: (all 18 15 and
11. Cost Data	:9. Title
II. COST Data	: Director of Personnel
	: Assigned : Target: Progress as of : Progress as of
10. Project Plan Data	: To : Date : 12/31 : 6/30
10. Project riam Data	
Complete and issue a comprehensive "Injury	Compensation :Shepherd :Oct. 1:
Guide for USDA Supervisors."	
	: :
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :		1. C1	assification	
5-63 Office of Personnel :No.	:No. 5 : Category: Personnel Management			
PROJECTED WORK PLANS and :2. Dat	e of Report e 21, 1963		:3. Project No.	
THATTAGE THE THE TROUBLE TREE ONLY	ie 21, 1963		: OP 430	
4. Project Title : Project Objective:	e that agency	safety pr	oarame are devised	d that will provide
: (See PPR No. 76a). To ensur Development & Maintenance, continuing aggressive accide				
of Safety Policies & Regltns, locations where equipment or				
5. Type of Report	· proporty ro		ime Schedule (Dat	
5. Type of Report	: Initiation		pletion of Study:	
/ / Proposal / / Initial /X / Interim / / Implementation		:	precion of study:	Installation
7. Submitted by: Henry F. Shepherd, Department Safety Offi		ed for Age	ncv (Signature)	
Division of Health, Safety and Welfare	: (10/12/	BRann	1
11. Cost Data	:9. Title			
			Personne1	
				: Progress as of
	: To	: Date:	12/31	: 6/30
10. Project Plan Data	•	:		•
Develop and maintain Department as fator as lister and	· Oh hd	: :		•
Develop and maintain Department safety policies and Regulations that will provide direction and leader-	:Shepherd	:Contng.:		•
ship for a well-conceived, practical safety program.	•	•		•
only for a work-concerved, practical safety program.	:	: :		
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OF-1 U.S. DEPARTMENT OF AGRICULTURE	: 1. Classification
5-63 Office of Personnel	:No. 5 : Category: Personnel Management
	:2. Date of Report :3. Project No.
	: June 21, 1963 : OP 431
	tive reporting system to record and accumulate accident data that or control and directive purposes. (See PPR No. 76c).
5. Type of Report	: 6. Time Schedule (Dates)
	:Initiation :Completion of Study: Installation
/ / Proposal / / Initial / X / Interim / / Implem	mentation : :
7. Submitted by: Henry F. Shepherd, Department Safe Division of Health, Safety and Welfare	ety Officers. Approved for Agency (Signature)
ll. Cost Data	:9. Title
	: Director of Personnel
	: Assigned : Target: Progress as of : Progress as of
	: To : Date : _12/31 : 6/30
10. Project Plan Data	: : :
	:
1 Dimensional and the state of	
1. Direct and maintain a comprehensive accident	: Shepherd : Contng.:
reporting system.	
2. Modify the Department Accident Reporting	: : : : : : : : : : : : : : : : : : :
System as needed to make maximum use of	: Shepherd : 1-1-04:
available ADP facilities.	
avariable mor idelifice.	
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Employee Organizations : between the Department and employee organizations to seek counselling needs and spo	OP-1 U. S. DEPARTMENT OF AGRICULTURE	: 1. Classification
PROJECTED WORK PLANS and	5-63 Office of Personnel	
MANAGEMENT IMPROVEMENT PROJECT REPORT: June 24, 1963: OP 450 4. Project Title: Project Objective: In line with PPR No. 94 develop and maintain a system of cooper Employee Organizations: between the Department and employee organizations to seek counselling needs and spo : needed employee organizations and to help employees carry out their responsibilitie: the community. 5. Type of Report:		
Employee Organizations: Employee Organizations: between the Department and employee organizations to seek counselling needs and spo needed employee organizations and to help employees carry out their responsibilities the community. 5. Type of Report:		
Employee Organizations : between the Department and employee organizations to seek counselling needs and spo : needed employee organizations and to help employees carry out their responsibilitie : the community. 5. Type of Report : 6. Time Schedule (Dates) : Initiation : Completion of Study: Installation : : : : : : : : : : : : : : : : : : :		: In line with PPR No. 94 develop and maintain a system of cooperati
: needed employee organizations and to help employees carry out their responsibilitie : the community. 5. Type of Report		ment and employee organizations to seek counselling needs and sponso
### State Community. 5. Type of Report	: needed employee	respirations and to help employees carry out their responsibilities t
5. Type of Report 1		gamizations and to help employees early out their response
Initiation :Completion of Study: Installation / Proposal / Initial / X / Interim / Implementation : : : : 7. Submitted by: J. W. Entwistle, Department Welfare Officer, :8. Approved for Agency (Signature) Division of Health, Safety and Welfare : : : : : : : : : : : : : : : : : : :	5 Type of Report	· 6 Time Schedule (Dates)
/ Proposal / Initial /X/ Interim / Implementation : : : : : : : : : : : : : : : : : : :	J. Type Of Report	
7. Submitted by: J. W. Entwistle, Department Welfare Officer, :8. Approved for Agency (Signature) Division of Health, Safety and Welfare 11. Cost Data 12. Title Director of Personnel Assigned: Target: Progress as of : Progress as of : To : Date: 12/31 : 6/30 10. Project Plan Data A. Assure that employee organizations are rendering accept-: Entwistle: Contng:: : : : : : : : : : : : : : : : : : :	/ / Proposal / / Initial / V / Intonim / / Imp	•
Division of Health, Safety and Welfare 11. Cost Data 12. Title 13. Title 14. Assigned: Target: Progress as of Progress as of To Date: 12/31 6/30 15. Project Plan Data 16. Assure that employee organizations are rendering acceptable service to employees. This includes organizations both in Washington and the field. 18. Hold periodic conferences with Incentive Awards Officers to discuss mutual problems, dissemination: 19. Title 19. Title 10. Project of Personnel 10. Project Plan Data 10. Project Plan Data 10. Project Plan Data 10. Project Plan Data 11. Cost Date 12/31 12/31 12/31 12/30 12/30 13/30 14/30 15/30 16/30 16/30 17/30 18/30 18/30 19	7 Cubmitted by: 7 17 Detailed 1 December 1/21	ione Officer 10 Approved for Agency (Cignotume)
11. Cost Data 9. Title Director of Personnel Assigned: Target: Progress as of: Progress as of: To: Date: 12/31: 6/30 10. Project Plan Data A. Assure that employee organizations are rendering acceptable service to employees. This includes organizations both in Washington and the field. B. Hold periodic conferences with Incentive Awards Officers to discuss mutual problems, dissemination: In the conference of Personnel Entwistle: Director of Personnel Entwistle: Contag: Entwistle: Contag: Entwistle: Contag: Entwistle: Quarter: Entwistle: Qu		
Director of Personnel Assigned: Target: Progress as of: Progress as of: Progress as of: To: Date: 12/31: 6/30 10. Project Plan Data A. Assure that employee organizations are rendering acceptable service to employees. This includes organizations both in Washington and the field. B. Hold periodic conferences with Incentive Awards Officers to discuss mutual problems, dissemination: Ity or as: Service of Personnel Director of Personnel Assigned: Target: Progress as of: Progress as of: Progress as of: To: Date: 12/31: 6/30 Entwistle: Contng: Service of Personnel Entwistle: Progress as of: Progres	Division of Health, Safety and Welfare	
Assigned: Target: Progress as of : Progress as of : To : Date: 12/31 : 6/30 10. Project Plan Data : : : : : : : : : : : : : : : : : :	II. COSt Data	
## To Date: 12/31 : 6/30 ## 10. Project Plan Data		
10. Project Plan Data		
A. Assure that employee organizations are rendering accept: Entwistle: Contng: able service to employees. This includes organizations both in Washington and the field. : : : : : : : : : : : : : : : : : : :	10 During Plan Data	
able service to employees. This includes organizations : : : : : : : : : : : : : : : : : : :	IV. Project Plan Data	
able service to employees. This includes organizations both in Washington and the field. B. Hold periodic conferences with Incentive Awards Officers to discuss mutual problems, dissemination : : : : : : : : : : : : : : : : : : :		
both in Washington and the field. B. Hold periodic conferences with Incentive Awards Officers to discuss mutual problems, dissemination : : : : : : : : : : : : : : : : : : :		
B. Hold periodic conferences with Incentive Awards : Entwistle Quarter : : : : : : : : : : : : : : : : : : :		ganizations : : :
Officers to discuss mutual problems, dissemination : :!y or as:	both in Washington and the field.	: :
Officers to discuss mutual problems, dissemination : :ly or as :		
	B. Hold periodic conferences with Incentive Aw	·
	Officers to discuss mutual problems, dissem	nation : :ly or as:
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OP-1 U.S. DEPARTMENT OF AGRICULTURE	1. Classification
5-63 Office of Personnel	:No. 5 : Category: Personnel Management
PROJECTED WORK PLANS and	:2. Date of Report :3. Project No.
MANAGEMENT IMPROVEMENT PROJECT REPORT	: June 24, 1963 : OP 451
4. Project Title : Project Objective: T	To discharge responsibility of management for conduct of a handicappe
Employment of the : employment and reas	signment program in cooperation with the President's Committee on
Physically Handicapped : Employment of the F	Handicapped and the Medical Division of the Civil Service Commission.
5. Type of Report	: 6. Time Schedule (Dates)
5. Type of Report	:Initiation :Completion of Study: Installation
/ / Proposal / / Initial /X / Interim / / Imple	
7. Submitted by: J. W. Entwistle, Department Coord	
Employment of the Handicapped, Div. of Health,	
11. Cost Data	:9. Title
	Director of Personnel
	: Assigned : Target: Progress as of : Progress as of
	: To : Date: 12/31 : 6/30
10. Project Plan Data	
A. Maintain liaison with, and as requested rem	
ance to, the President's Committee on Place	
Physically Handicapped (actual placement ac	
normally be handled by agency coordinators.	· · · · · · · · · · · · · · · · · · ·
B. Give leadership to efforts of Department Co	oordinator : Entwistle : Contro :
Program for employment and reassignment of	
capped and assure comprehensive reporting t	
of employed handicapped.	
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OP-1 U.S. DEPARTMENT OF AGRICULTURE :	1. Classification			
5-63 Office of Personnel :No. 5				
PROJECTED WORK PLANS and :2. Date of	f Report :3. Project No. 24, 1963 : OP 452			
	· · · · · · · · · · · · · · · · · · ·			
4. Project Title : Project Objective: Carry out t	he responsibility of management for providing leadersh			
	mployee relations and services that promote the welfar			
employee Relations : of employee	S.			
5. Type of Report	: 6. Time Schedule (Dates)			
or type of topic	:Initiation :Completion of Study: Installation			
/ / Proposal / / Initial /X / Interim / / Implementation	: : : : : : : : : : : : : : : : : : : :			
7. Submitted by: James W. Entwistle, Department Welfare	:8. Approved for Agency (Signature)			
Officer, Division of Health, Safety and Welfare	: Cal & Barne			
11. Cost Data	:9. Title			
	Director of Personnel			
	: Assigned : Target: Progress as of : Progress as of			
10 During Dispersion	: To : Date : 12/31 : 6/30			
10. Project Plan Data				
A. Provide liaison with agency employee relations	:Entwistle : Contng;			
counsellors. Advise them on programs designed to	· Entwisele · Conting,			
maintain high morale and extension of desirable				
employee services to field employees (credit union,	: : :			
buying cooperatives, welfare and recreation associa-	: : :			
tions, etc.).	: : :			
	: : :			
B. Prepare <u>Tips to Supervisors</u> calling attention to the	:Entwistle :3-15-64: :			
many employees services which could be considered for	: : :			
field locations (such as, credit unions, buying coopera-				
tives, welfare and recreation associations, joint				
travel insurance, education courses, etc.).				
	• • • • • • • • • • • • • • • • • • • •			
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OP-1 U.S. DEPARTMENT OF AGRICULTURE	l. Classification
5-63 Office of Personnel	:No. 5 : Category: Personnel Management
PROJECTED WORK PLANS and	:2. Date of Report :3. Project No.
MANAGEMENT IMPROVEMENT PROJECT REPORT	: June 24, 1963 : OP 453
4. Project Title : Project Objective:	
USDA Clubs : Provide liaison and	d direction of USDA Clubs
*	
5. Type of Report	: 6. Time Schedule (Dates) :Initiation :Completion of Study: Installation
/ / Proposal / / Initial /x / Interim / / Imple	
7. Submitted by: J. W. Entwistle, Department Welfar	re Officer: 8. Approved for Agency (Signature)
Division of Health, Safety and Welfare	: Carl B Barnes
11. Cost Data	:9. Title
	: Director of Personnel
	: Assigned : Target: Progress as of : Progress as of
	: To : Date : 12/31 : 6/30`
10. Project Plan Data	
A VIII I I I I I I I I I I I I I I I I I	Entwistle Contng.
A. Maintain services to increase number and activities of USDA groups.	· Entwistle Conting. · · · · · · · · · · · · · · · · · · ·
and activities of USDA groups.	
B. Issue USDA Club Exchange	: Johnstone : Quarterly :
2. 2000 00211 0100 111011010	; ; ;
C. Issue chart reflecting high and low points	3 : : :
in history of USDA Clubs	: Entwistle : 11-15-63 :
D. As indicated, arrange for Department	: Entwistle : Contng:
officials to visit USDA Clubs.	
	: :
	:
	: : :



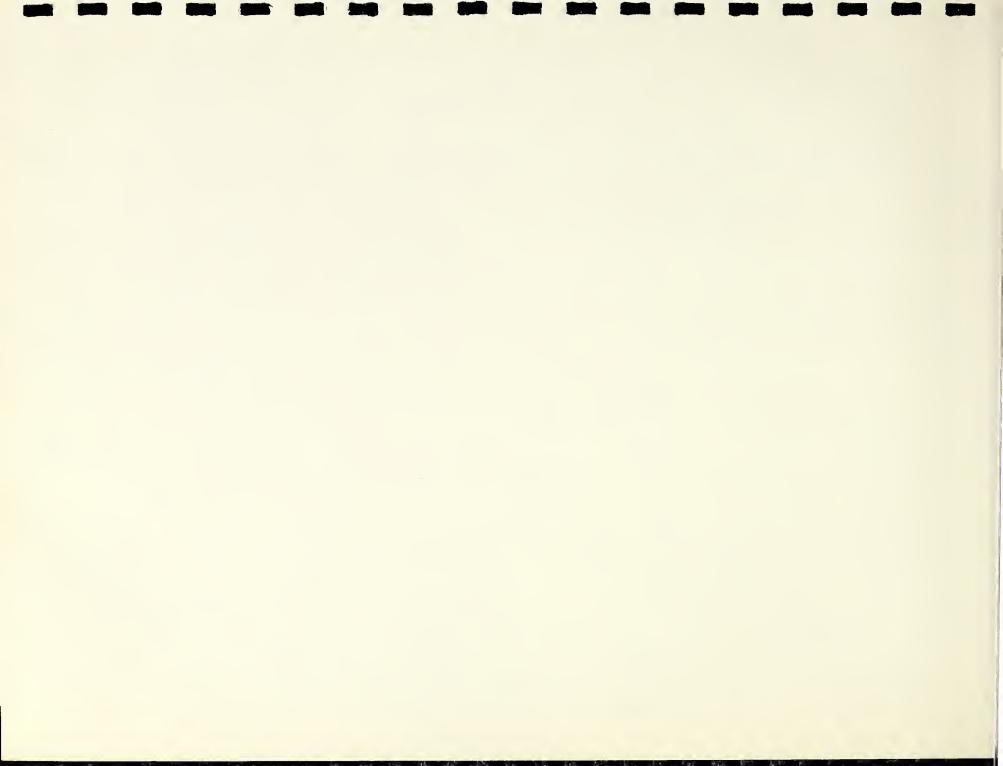
OP-1 U.S. DEPARTMENT OF AGRICULTURE	l. Classification
5-63 Office of Personnel	:No. 5 : Category: Personnel Management
	:2. Date of Report :3. Project No.
MANAGEMENT IMPROVEMENT PROJECT REPORT	: June 24, 1963 : OP 454
4. Project Title : Project Objective:	
Fund Raising : Meet responsibilities	s of management and employees for participation in community
activities through fu	
6	
5. Type of Report	6. Time Schedule (Dates)
CONTINUES OF STREET, S	:Initiation :Completion of Study: Installation
/ / Proposal / / Initial /X / Interim / / Implem	
7. Submitted by: James W. Entwistle, Dept. Welfare	
Division of Health, Safety and Welfare	:9. Title
11. Cost Data	: Director of Personnel
	: Assigned : Target: Progress as of : Progress as of
	: To : Date : 12/31 : 6/30
10. Project Plan Data	
A. United Givers' Fund	: Entwistle : 8-1-63:
A. Office divers	: : : :
1. Arrange for designation by the Secretary of	fa : : :
Washington area campaign chairman for the	
	: : :
2. Orient Department chairman and furnish him	
information, files and guides on organizing	
raising drive. Maintain liaison to assure	proper : : :
conduct of drive.	
D 0 11 10 1 C V 1 1 V 11 Accessor	
B. Combined Campaign of National Health Agencies	and
Joint Crusade.	
1. Arrange for designation by the Secretary o	of a : Entwistle:12-15-63:
Washington area campaign chairman for the	
washington area campaign chariman for the	bepartment:
2. Orient Department chairman and furnish him	necessary: Entwistle: 1-1-64:
information, files and guides on organizin	ng a fund- : : : :
raising drive. Maintain liaison to assure	proper : : :
conduct of drive.	
	: : :
C. National Cultural Center Fund	: Entwistle: 8-1-63:
	: :
NOTE: Chairman was designated in June of 196	3. : : :
Orient chairman and provide helps in organizing	ng drive. : : :
	: : :



OP-1 U.S. DEPARTMENT OF AG	RICULTURE :		l. Cla	ssification	
5-63 Office of Person	nel :No. 5	: Catego	ory: Per	sonnel Managemen	t
PROJECTED WORK PLAN	S and :2. Date	of Report		:3. Project No.	
MANAGEMENT IMPROVEMENT PR	OJECT REPORT : June	24, 1963		: OP 455	
4. Project Title : P	roject Objective:				
0 0	To meet mar	nagement's ol	oligation t	o employees' need	ds and desires in the
Retirement Planning :					Recommendations 98,
•	99 and 102)		Ü (
5. Type of Report		:	6. Ti	me Schedule (Date	es)
		:Initiation	n :Comp	letion of Study:	Installation
/ / Proposal / / Initial /X /	Interim / / Implementation	•	:	:	
7. Submitted by: James W. Entwis	tle, Department Welfare	:8. Approve	ed for Agen	cy (Signature)	
Officer, Division of Health,	Safety and Welfare	:	Carl	B Bames	
11. Cost Data		:9. Title			
		:I	Director of	Personne1	
		: Assigned	: Target:	Progress as of	: Progress as of
		: To	: Date:	12/31	: 6/30
10. Project Plan Data		:	: :		•
			:		•
	r Supervisors on a phase of	:Entwistle	: 2/64 :		•
retirement planning.		•	:		•
		•	:		•
B. Evaluate retirement counsel		:Entwistle	:Contng.:		:
agencies to determine wheth	er they are adequate.	•	:		•
		•	:		•
C. Formalize advisory committe		:Entwistle	:Oct. 1 :		•
working in retirement plann		:	:		•
assist in review of subject		:	:		:
program guides and material	S.	•	:		:
		:	:		•
D. Through the Committee, plan		:Entwistle	:Contng.:		•
retirement planning lecture		•	:		•
(Washington areas employees	only).	:	:		•
		•	:		*
E. Counsel and advise agency m	anagement on their retire-	:Entwistle	:Contng.:		•
ment planning programs.		•	:		•
		:	:		•
		•	:		•
		•	: :		•
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OP-J	U. S. DEPARTMENT OF AGRICULTURE	0		1. Cla	assification	
5-63		:No. 5			rsonnel Managemen	t
	PROJECTED WORK PLANS and	:2. Date			:3. Project No.	
	MANAGEMENT IMPROVEMENT PROJECT REPORT	: June	24, 1963		: OP 456	
4 . F	roject Title : Project Objective:	Initiate	special acti	ivities to	: (1) Secretary	's office; (2)
	: Washington area Dep					
Spe	cial Activities					
5. T	ype of Report		•	6. Ti	ime Schedule (Dat	es)
			:Initiation	:Comp	oletion of Study:	Installation
/ /	Proposal / / Initial /X / Interim / / Imple	mentation	•	:	•	
	ubmitted by: J. W. Entwistle, Department Welf	are Office	r.8. Approve	d for Ager	cy (Signature)	
	ision of Health, Safety, and Welfare		: (Cal	Blance	
11.	Cost Data		:9. Title			
			: Director	r of Perso	nnel	
			: Assigned	: Target:	Progress as of	: Progress as of
			: To	: Date:	12/31	: 6/30
10.	Project Plan Data			:		•
Α.	Maintain liason with the Office of Plant and C		: Entwistle	: contng.:		•
	& the Welfare and Recreation Association, (Was		•	:		•
	D. C.) on specific restrictions and use of bul	letin	:	:		•
	boards throughout the Department.		•	:		•
_			T 0 1 -01-	: 1 23 6/		•
в.	Arrange with State Department for information		: Entwistle	1-31-64		•
	to be distributed to USDA employees overseas.		•	:		•
	accomplished through the employee relations of	ricer or	•	:		•
	the State Department.		•			•
	Samuel Communication limited of completes of	* * b	: : Entwistle	11-15-62		•
C.			: Entwistle	:11-12-02		•
	foreign decorations or articles received from country are being held. The information will		•	:		•
	corporated into a report for the Employee Rela		•	:		•
	Officer, Department of State.	ittons	•	:		•
	officer, Department of State.		•	•		•
D	Special days and weeks designated by President	ial or	: . Entwistle	:		•
D.	Secretarial decree; notice to employees issued		: Ellewistie	:		•
	arrangements for program, when necessary made.		•	:		•
	arrangements for program, when necessary made,	•	•	:		•
			:	:		•
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			•	:		•
			•	: :		•



	. Assigned	. Target	. Progress as of	Progress as of
Supplemental Sheet OP 456	· _ To	Date	12/31	6/30
(Special Days and Weeks)	: Entwistle	Contng.	•	•
	•		•	:
Human Rights Week	•	: 11/1/63	•	•
Brotherhood Week	•	: 1/16/64		•
National Red Cross Month Law DayUSA	:	: 2/13/64		•
Senior Citizens Month	•	. 4/1/64 · 4/15/64		•
Pan American Day	•	: 2/15/64		•
Pan American Month	•	. 2/13/04		•
National Youth Fitness Week	•	3/15/64	•	:
National Employ the Handicapped Week	•	: 8/15/63		•
Memorial Day Services		. 5/1/64	•	
Armed Forces Day	•	· 2/1/64		•
Secretary's Christmas Party	:	: 12/1/63	0	:
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OP-1	U. S. DEPARTMENT OF AGRICULTURE		1. C1	assification			
5-63	Office of Personnel :No. 5	: Category: Personnel Management					
	PROJECTED WORK PLANS and :2. Date of	of Report		:3. Project No.			
	MANAGEMENT IMPROVEMENT PROJECT REPORT :	_		OP 457			
4. Pr	roject Title : Project Objective:						
	: Provide central direction of F			rds Progr <mark>am as r</mark> equ	uired in the Federa		
In	centive Awards : Personnel Manual (PPRM 83, 85,	88 and 89)	•				
	:						
5. Ty	pe of Report	:		ime Schedule (Date			
		:Initiation	:Com	pletion of Study:	Installation		
	Proposal / / Initial / / Interim / / Implementation	:	:				
	bmitted by: James W. Entwistle, Department Incentive			ncy (Signature)			
	ds Officer, Division of Health, Safety and Welfare		arl Us	Danner			
11. 0	ost Data ·	:9. Title					
		•		f Personnel			
	Estimate \$6,000 plus salaries for Honor Awards Program.			Progress as of	: Progress as of		
		: To	: Date:	12/31	: 6/30		
10. F	Project Plan Data	•	:		:		
		•	:		:		
Α.	Honor Awards Program	•	:		:		
		:	: 10/60		:		
	Issue reminder to agencies to submit nominations for	: Paulsen	: 10/63 :		•		
	Honor Awardsprovide criteria, proper format, announce-	•	:		:		
	ment to agencies of Honor Award Ceremony date,	•	: 2/64 :		•		
	committees, etc.	•	:		•		
	O	: D1	: 2/6/		•		
	Secure information from agencies regarding eligibility	:Paulsen	: 2/64 :		•		
	of USDA employees for 50- and 40-year length of service	•	:		•		
	awards for presentation at ceremony.		:		•		
	Inventory and order all supplies incident to Honor	: Paulsen	. 10/63-		•		
	Awards ceremonymedals, certificates, etc.	*	: 10/63-: 4/64:		•		
	Awards ceremony medals, certificates, etc.	•	4/04		•		
	Recommend and arrange for appointment of Honor Awards	Entwistle	. 12/63		•		
	Committee by the Secretary.	Entewisere	: 12/03		•		
	Committee by the Secretary.	•					
	Recommend and make preliminary arrangements through	: :Entwistle	. 12/63				
	Secretary for speaker and invocation for the Ceremony.	: DITEWISE IC	: 12,03 :		•		
	becretary for speaker and invocation for the deremony.	•	:		•		
	Schedule committee meetings for March.	: :Paulsen	12/63				
	believed committeed meetings for haren.	: Lagracii	. 12/03		•		
		•			•		
		•			•		
		•			•		



	Supplemental Sheet OP 457	: Assigned To	•	Target Date	•	Progress as or: 12/31	Progress as of 6/30
) .	Project Plan Data	• • •	:		:		0/30
	Review for completeness and compile nominations for honor awards making criteria and necessary tabulations available to committee members well in advance of meetings.		• • •	3/64	•	:	
	As requested, evaluate nominations for Director of Personnel and Secretary's staff. This entails complete review of all nominations (225 or more in number).	Entwistle		3/64	•	:	
	Provide starf assistance to committee members	Entwistle		3/64	•	•	
	Summarize committee actions and submit recommendations to the Secretary for approval.	Paulsen	•	3/64	•	:	
	Prepare notitication to agencies of awardees.	· 'Paulsen	•	4/64	•	•	
	Prepare Honor Awards ceremony program and arrange for printing.	Paulsen	•	4/64	•	:	
	Arrange for lettering of certificates, engraving of medals, plaques, etc.	·Paulsen	•	4/64	•	:	
	Coordinate all ceremony arrangements, including special presentations such as the Jump Award.	Paulsen		5/64	•	:	
	After ceremony, arrange for publicity; suppy photos to	·Paulsen	•	5/64	•	•	
	awardees; provide agencies with material for official personnel folders; prepare statistical reports, etc.	·Paulsen	•	6/64	:	•	
	Non-Government Sponsored Awards	:	•		:	•	
	Issue announcements outlining criteria and due dates for the following non-government sponsored awards:	·Paulsen	•	Contng.	•	•	
	Career Service Award Fed. Govt. Accounts Assoc. Award President's Award	•	•		•	•	
	Arthur S. Flemming Award Horace Hart Award	•	•				

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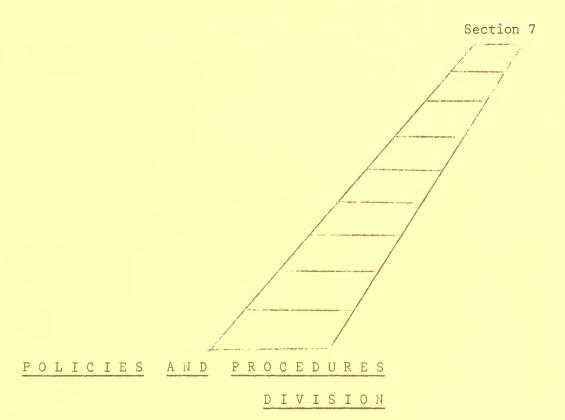


	Assigned	: Target :	Progress as of	: Progress as or
Supplemental Sheet OP 457	То	<u>Date</u>	12/31	: 6/30
William A. Jump Award Rockefeller Public Service Award				•
Review nominations for submission to sponsor in accordance with sponsor's established criteria.	Paulsen	Contng.		•
Arrange for appropriate ceremonies, publicity for USDA winners of above awards.	Paulsen	. Contng.		•
. Employee Suggestion Program				
Process employee suggestions referred by USDA agencies and other Government agencies.	Paulsen	· Contng.		•
Provide technical guidance and leadership to agencies in evaluating and promoting program.	Entwistle	Contng.		•
Prior Approval of Cash Awards	•	•		•
Process all cash awards beyond the authority of agencies to approve.	Paulsen	Contng. :		· ·
Recommend to Director of Personnel and Administrative Assistant Secretary cases requiring prior approval at Department level.	Entwistle	Contng.		•
Revision of Policies and Procedures in 8 AR 62	,	•		•
Revision will constitute complete revision and will te in the format prescrited by the Civil Service Commission.	Entwistle	· 8-15-63 ·		•
Possible improvement or need for new programs and provide meaningful information to agencies on Department-wide		•		•
incentives experience.	•	•		•
	•	•		•



	A 1 3	T	D	7
Supplemental Sheet OP 457	. Assigned . To	Date	Progress as of 12/31	Progress as of 6/30
1. The review will include examation of agency recommendations, standards and criteria, screening and selection, types of recognition and number of awards.				0,30
2. Examine the criteria for giving cash awards for sustained superior performance in excess of six months as well as group cash awards.	Paulsen	Contng.	•	
3. Review actual experience in grading intangible awards with the aim of establishing an Intangible Awards Table more useful to agencies.	Entwistle .	9/30	•	
4. Consolidate, review and evaluate data reflected in agencies' annual reports and prepare narrative evaluation of the statistics of the Incentives program to the Civil Service Commission.	Entwistle .	8/15	•	
5. Issue annual awards publication to agencies.	Entwistle:	10/63	•	
6. Review Civil Service Commission inspection reports, available statistical data, evaluate agency programs, state conclusions and report to agency heads and will report problem areas to agency officers involved in the Incentive Awards function.				
		:	:	
	•			





OP-1 U. S. DEPARTMENT OF AGRICULTURE	•		1. Cl	assification	
5-63 Office of Personnel	:No. 5	: Catego		rsonnel Management	
PROJECTED WORK PLANS and	:2. Date of			:3. Project No.	
MANAGEMENT IMPROVEMENT PROJECT REPORT	: 6/26/	63		: OP-500	
4. Project Title : Project Objective:					
riodic Organizational : To assure the current		ss of ager	ncy organi	zation plans and	related staffing
Analysis System : patterns - PPRM Rec	No. 6				
:					
5. Type of Report	•			ime Schedule (Date	
		Initiation 7/1/63	:Com	pletion of Study:	Installation
/ / Proposal / X / Initial / / Interim / / Imple			: 1 C A .	(6::	
7. Submitted by: Dora E. Oliver, Chief, Policies & Procedures	•	s. Approve	ar for age	ncy (Signature)	
	•	9. Title	au !	& Danner	
11. Cost Data	•		ctor of Pe	rsonnel	
				Progress as of	: Progress as of
		To	: Date:	12/31	: 6/30
10. Project Plan Data	:		: :		:
A. Develop a comprehensive, regularized system f	or examin-:	Case	:		:
ing, analyzing and reporting on current agence		Reviewers	: FY 64:		•
and subsidiary organizational planning and re			: :		:
staffing patterns which, as a minimum, will o	letermine :		:		:
the effectiveness of:	:		:		•
1. Alignment and placement of functions			:		•
2. Staff productivity, vis-avis mission ar			:		•
3. Utilization of manpower based upon an e			:		6- 6-
of such indicators as staffing ratios,			:		:
patterns, use of leave, turnover, griev	ances,		:		:
occupational distribution, etc. 4. Coordination and/or correlation of work	· norformed		:		•
with related activities of the organization			:		•
components	CLOHAL				•
Components	•				
B. As working "tools" to facilitate and move for	ward with .	Case			
A. above the following will be developed.		Reviewers	FY 64		•
a. Questionnaires (one for supervisory per	rsonnel -				
one for employees) to be used on a sele					•
basis to help determine the effectivene			•		
ganizational alignment, lines of commun					•
awareness of responsibilities, levels			•		•
suggesions for improvement, etc	0				•
b. "Tips to Supervisors" in the subject of	f "Steps to	Peter			•
Better Organization Planning".	•	Wright	12/31/63		•
	•				:
	•		•		.*



Supplemental Sheet OP-500	Assigned To	Target :	Progress as of: 12/31	
. Project Plan Data c. A system whereby codes for MCDE purposes will be charted. This will be used for reference purposes in analyzing MODE outputs by levels and to insure currency of both codes and structure.	Verna Deane Brown	12/31/63	: : : :	
			:	
	:		: : : :	
	: : : : : : : : : : : : : : : : : : :		: : :	
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OP-1	U. S. DEPARTMENT OF AGRICULTURE				assification	
5-63	Office of Personnel	:No. 5	: Catego	ory: Pe	rsonnel Managemen	
	PROJECTED WORK PLANS and	:2. Date 0	of Report		:3. Project No.	
	MANAGEMENT IMPROVEMENT PROJECT REPORT	: 6/2	6/63		: OP-501	
4. Pro	pject Title : Project Objective:					
Utilizat	ion of Employee Skills: To unearth cases of qualifications	underutili	zation of m	nanpower ar	d accomplish plac	ement in line with
5. Typ	pe of Report		•	6. T	ime Schedule (Dat	es)
3.1	•		:Initiation	n :Com	oletion of Study:	Installation
/ / F	Proposal /x / Initial / / Interim / / Implem	mentation	: 7/1/63	:		
7. Sub	omitted by:		:8. Approve	of for Age	ncy (Signature)	
Dor	a E. Oliver, Chief, Policies & Procedures Div	vision	: (all	Barnes	_
11. Cc	ost Data		:9. Title			
			•	Director o	of Personnel	
			: Assigned	: Target:	Progress as of	: Progress as of
			: To	: Date:	12/31	: 6/30
	roject Plan Data		•	: :		•
Α.	Evaluate employee responses to questionnaire	under	: Case	: :		•
	Vice President's program to segregate cases of utilization of qualifications and skills.	of under-	:Reviewers	: 9/63 :		•
			:	:		•
			•	: :		:
В.	1		£Case Revie			•
	ployees are qualified and determine agencies		ers and V.			•
	ing such skills and develop master tabulatio	n.	: D. Brown	: 12/63 :		•
			•	:		♦ ♦ -
G.	Assist Examination and Employment Division t		: Case	:		•
	program for referral of employees to appropr		: Reviewers	:		•
	agencies for consideration for placement in	positions	•	:		•
	for which qualified.		•	:		0 0-
						•
			•			•
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OP-1	U. S. DEPARTMENT OF AGRICULTURE	•	×		1. Cla	ssification		
5-63	Office of Personnel	:No. 5		egor	y: Per	sonnel Managemer		
	PROJECTED WORK PLANS and MANAGEMENT IMPROVEMENT PROJECT REPORT	2. Date of 6/26/63	Report			:3. Project No. : OP-502		
mmuni	oject Title : Project Objective: cation of Regulation : Establish direct comm es to Employees : regulations and cha	nunication wi	th emp	loyee n and	es to kee I why the	p them better in y exist - PPRM R	formed	on personne
5. Ty	pe of Report	:				me Schedule (Dat		
	Anadomina deglerativo esperatura		nitiat		:Comp	letion of Study:	Insta	allation
	Proposal /X / Initial / / Interim / / Implem		7/1/		: A	10:		
7. Su. Dor	bmitted by: a E. Oliver, Chief, Policies & Procedures Divi		/	ed	7 -14	sy (Signature)	_	
	ost Data		. Titl					
		:				Personnel		
						Progress as of	: Pro	
10 P:	roject Plan Data	:	To	:	Date:	12/31	:	6/30
	Develop a list of subjects through survey of		/erna I					
***	reactions to personnel policies and programs				9/30/63:		•	
	which show a need or desire for better commun		B20.	:	:		:	
		•		:				
В.	Develop a system for and format of issuances	to em-	lna Boi	key:	:		:	
	ployees on these subjects.		v.D.I	3rowa	12/31/63		•	
		•		. :	:		•	
С.	Develop several issuances in personalized fac						:	
	approach.		V.D.I	3rowm	6/30/64		:	
D.	Explicate resetion of employees to such issues		7		•		:	
D.	Evaluate reaction of employees to such issuar improve, expand or cease, if so indicated.	ices, and	erna I	n :	D37 6 F .		•	
	implove, expand of cease, if so indicated.	i	PLOA	AII :	FY 65:		:	
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OP-1 U. S. DEPARTMENT OF AGRICULTURE		1. Classification				
5-63 Office of Personnel :No.		5 : Category: Personnel Management				
PROJECTED WORK PLANS and .2. Do	Date of Report :3. Project No. 6/26/63 : OF-503					
4. Project Title Assessing Effect of Slip- Sheeted Admin. Regs. Sheeted Admin. Regs. Sheeted PPRM Rec. 1	-sheeted, abbrevia ference and genera	ted Dept	. Pers. reg., und on to establish a	erstanding of new reas in need of		
5. Type of Report	•	6. Ti	me Schedule (Date	es)		
/ / Proposal /X / Initial / / Interim / / Implementat						
7. Submitted by: Dora E. Oliver, Chief, Policies & Procedures Division	8. Approved	for Agen	Banne			
11. Cost Data	:9. Title : Director o	:9. Title : Director of Personnel				
	•	Target: Date:	Progress as of 12/31	: Progress as of 6/30		
 10. Project Plan Data A. Work with Personnel Research in developing question naire directed to assessing adequacy of material, ustanding of system, facility as a reference, general reaction. B. Issue questionnaire to personnel officers and personal rechnicians after 6 to 8 months use of the new regulations and evaluate responses. C. Prepare report on evaluation and action taken or to taken in response thereto. 	under & V.D.Brown al onnel Edna Borkey u- & V.D.Brown	3/64 5/64 6/64				

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OP-1	U. S. DEPARTMENT OF AGRICULTURE				assification	
5-63 Office of Personnel :No. PROJECTED WORK PLANS and :2. Date			: Catego	ry: Per	rsonnel Managemen	t
			of Report :3. Project No.			
	AGEMENT IMPROVEMENT PROJECT REPORT :	6/26	/63		: OP-504	
. Project	Title : Project Objective: tion Analysis for : Determine those personne	al action	e which car	he prepa	red by supervisor	s and other
sonnel Ac	tion Analysis for : Determine those personne Input to MODE : operating officials for	direct i	nout to the	computer	. PPRM Recs. No.	3 and 37
ervisory	Input to MODE : operating officials for	direct r	irpae eo erre			
. Type of	Report	:		6. T	ime Schedule (Date	es)
- 7 - 0 - 0 -		:	Initiation		oletion of Study:	
/ Propo	sal /y / Initial / / Interim / / Implement	tation :	1/1/64	: -		
. Submitt	ed by:	•	8. Approved	d for Ager	ncy (Signature)	
	Oliver, Chief, Policies & Procedures Division	on	- Ch	16	Barnes	
ll. Cost D	ata		9. Title	C D	1	
		•	Director			
		:			Progress as of	
O Projec	t Plan Data		То	Date:	12/31	: 6/30
.u. Frojec	soon as ADAM is operative to an appreciable	extent, .	Case	• •		•
obtain a report from MDSC of personnel actions con- summated over a significant period classified by natur		con-	Reviewers	ASAP		•
		y nature.		:		
of a	action including FROM and TO data.	0		:		
		:	- 11	: "		•
B. Analyze these actions to determine those for which technical personnel knowledge was not needed. Test	ich :		: " :		•	
	Test :		:		•	
deci	isions with personnel technicians.	:		:		•
	elop system designed for the direct submissi	on of	11			•
C. Deve	n non-technical personnel actions direct from	m super-		:		•
	or to MDSC.	m bapar		:		•
V 230	71 10 HB 70 .	•				•
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :	: 1. Classification					
5-63 Office of Personnel :No. 5						
PROJECTED WORK PLANS and :2. Date						
MANAGEMENT IMPROVEMENT PROJECT REPORT : 6/26/	'63 : OP-505					
4. Project Title : Project Objective:						
Optimizing MODE System Assist in optimizing MODE system procedures, through combinate and 46	em through simplification and standardization of rules and ion and simplification of forms, etc. PPRM Recs. No. 37					
5. Type of Report	: 6. Time Schedule (Dates)					
	:Initiation :Completion of Study: Installation					
/ / Proposal /X / Initial / / Interim / / Implementation	: 7/1/63 : :					
7. Submitted by:	:8. Approved for Agency (Signature)					
Dora E. Oliver, Chief, Policies & Procedures Division	: Call Barrer					
11. Cost Data	:9. Title Director of Personnel					
	: Assigned : Target: Progress as of : Progress as of					
	: To : Date : 12/31 : 6/30					
10. Project Plan Data A. Work closely with OMASD to determine areas in need of improvement in the rules, regulations, procedures and processing aspects, and make changes wherever possible and practical.	Dora E. Oliver Continuing					
•						
B. Develop improved personnel input documents designed to	11					
minimize errors, expedite completion and handling and	: : :					
reduce cost and manhours. Clear with agencies. OMASD,	: :					
and CSC where necessary.	: :					
	: :					
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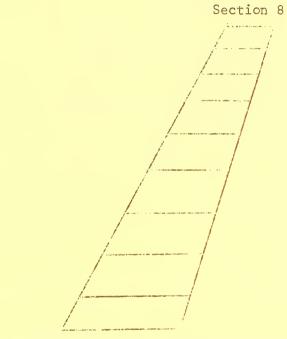


OP-1	U. S. DEPARTMENT OF AGRICULTURE :						
5-63 Office of Personnel		:No. 5 : Category: Personnel Management					
	PROJECTED WORK PLANS and :2. MANAGEMENT IMPROVEMENT PROJECT REPORT :	Date of 6/2	e of Report :3. Project No. 6/26/63 : OP-506				
4. Pr	roject Title : Project Objective:						
Estab1	ishing Wage Board : Develop a system and nec			for esta	blishing wage boar	d positions through	
Positi	ons thru Automation : automation. PPRM Recs	s. 3 and	3/				
5. Ty	pe of Report	:			Time Schedule (Dat		
/-/	Proposal /X / Initial / / Interim / / Implement		Initiation 7/1/63	Coi	mpletion of Study:	Installation	
7. Su	bmitted by:	:	8. Approve	ed for Age	ency (Signature)		
	a E. Oliver, Chief, Policies & Procedures Division			ne	Banes		
11. C	ost Data		9. Title Director	of Perso	onnel		
		:			: Progress as of		
10 5	Project Plan Data		То	: Date	12/31	: 6/30	
	Research USDA wage board evaluation standards to tract grade determining factors or measures of re	ela- :	۷.D.Brown & P.Wright			•	
	tive difficulty and importance of various kinds of classes of jobs.	: :		:			
В.	Develop these criteria for each grade pattern. I and clear with agencies, Classification Division, and CSC.			6/30/64			
С.	Develop input items for supervisor submission for quest for grade determination. Test common under standing.		11	FY 65		•	
D.	Develop codes and procedures for installation of	system	Ħ	FY 65	•		
Ε.	Conduct pilot program to test effectivensss and a	accuracy	. 11	FY 65 Depends on read	•	•	
		:		iness of		•	
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OP-1 U. S. DEPARTMENT OF AGRICULTURE :	823	1. Cl	assification		
5-63 Office of Personnel :No. 5					
	e of Report :3. Project No.				
	6/63		: OP-507		
4. Project Title : Project Objective:	J	for cont	uring akilla info	rmation on omployee	
Skills Inventory : Develop system, codes, forms and for input into MODE. PPRM Rec	a procedures	s for capt	uring skills into	imation on employee	
: for input into Mode. Fran Red	C. NO. 37				
5. Type of Report	:	6. T	ime Schedule (Date	25)	
	:Initiation		pletion of Study:		
	: 7/1/63	•	:		
7. Submitted by:	:8. Approve	d for Age	ncy (Signature)		
Dora E. Oliver, Chief, Policies & Procedures Division	: Ca	ull	Barne		
11. Cost Data	:9. Title		1		
	•	or of Pers			
			Progress as of	_	
10 Due to the Diese Date	: To	: Date:	12/31	: 6/30	
10. Project Plan Data A. Identify employee and occupational coverage as well as	Dora E.	:			
qualifications items for inclusion. Clear with all	Oliver	8/31/63		•	
agencies and Personnel Research Staff				•	
	:			:	
B. Work with OMASD in developing codes, forms and pro-	:	6/30/64		•	
cedures for conversion and continuing input into MODE	•	: :		•	
system. Use agency task force where practical.	•	: :		•	
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SECURITY AND EMPLOYEE CONDUCT
DIVISION

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OP-		1. Classification				
5-6			ory: Per	rsonnel Managemen		
		of Report		:3. Project No.		
		6/63		∕ 0P-600		
	Project Title : Project Objective: Expedite h	andling of d	lisciplina:	rv cases by agenc	ies and administer	
	Disciplinary & Appeals : Departmental Appeals System un	der Executiv	e Order 10	0987. Process di	sciplinary cases	
	Process : for GS-14 and above. Provide					
	101 05 17 210 050757					
5.	Type of Report	:	6. T	ime Schedule (Dat	es)	
		:Initiation	n :Com	pletion of Study:	Installation	
/	/ Proposal /X / Initial / / Interim / / Implementation	: 7/1/63	:	:		
7. 3	Submitted by:	:8. Approve	ed for Age	ncy (Signature)		
	J. E. Francis, Chief, Security & Employee Conduct Div.	: (00	To P	B-Ban	2-3-	
	Cost Data	:9. Title				
		•	Director	of Personnel		
		: Assigned	: Target:	Progress as of	: Progress as of	
		: To	: Date:	12/31	: 6/30	
10.	Project Plan Data	:	: :		:	
	Disciplinary actions taken by agencies under delegated	Francis &	: :		:	
1.	authority will be reviewed in this Division, assuring	•			•	
	more uniform application of penalties.	Staff	ing		:	
	more uniform application of penalties.	:	:			
2	Eventions to this most sudit movies also sent to	· m1 1 -	:0/1/60:		:	
4.	Exceptions to this post-audit review under consideration		9/1/63		:	
	thus delegating further authority to agencies. Personnel memorandum in process of issuance.		: :		:	
	memoralidum in process or issuance.		:			
2	Disciplinary setions for CS 1/1s and also as a least		:		:	
٥.	Disciplinary actions for GS-14's and above to be taken	Francis &	Continu-		•	
	by this Division.	Staff	ing		•	
/.	Appeals Presed no video E a cita O La 10007	•	:			
4.	Appeals Procedure under Executive Order 10987.	ina i			•	
	a. Maintain Roster of Hearing Officers.	Blaker	Continu-		•	
	b. Receive appeal from employee, appoint Hearing		ing		•	
	Officer, review appeal proceedings, make recom-	Staff			•	
	mendation to the Secretary for final action.	•			•	
	c. Schedule Training Sessions for Hearing Officers	Blaker &	Continu-		•	
	as required.	Fisk	ing		•	
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O WED TOWNS TO THE TENTH OF THE	: Assigned : To	. Target	9	· Progress as of
10 Project Plan Data	10	. Date	12/31	6/30
Disciplinary Cases." a. Suggestions have been received from participants in Training Sessions, agency officials, etc. who used our draft copy issued 12/62.		: 4/1/64 : :		
Long-Range Planning Conference). a. Consider need for possible revision in law/Executive Orders which established fair employment policies, grievance procedures, and adverse action appeals procedure. Study systems in other Government agencies where appeals have been combined. Time-phasing requirements of these systems now make it impossible to hold hearings simultaneously where appeals are made on each system. Draft new Executive Order or legislation to cover one system. b. Draft workable appeals procedure and system:	Arliss & Fisk Arliss & Fisk			: : : : : : : : : : : : : : : : : : :
such rights to persons who have been suspended or removed, regardless of length of suspension. Prepare new Hearing Officers Manual to cover instructions and guidance in handling fair employment and grievance appeals.				



Supplemental Sheet OP-600	: Assigned	: Target:	Progress as of	
Project Plan Data	: To	: Date :	12/31	: 6/30
c. Task Force to be set up to study this new procedure and prepare final system for combined hearing process, which will include Hearing Officers Manual, Training Program for Hearing Officers and administrative people who will be involved, new Department regulations to implement program.	Arliss & Fisk	7/66		:
Appeals Representation before the Civil Service Commission Hearing Examiners in Appeal Hearings granted by the Civil Service Commission pursuant to Section 14 of the Veterans' Preference Act of 1944 and Executive Order 10987.	Francis & Staff	Continu; ing		
a. Study to be made of desirability of limited delegated authority on case basis for agencies to represent Department at these hearings before the Civil Service Commission.	Fisk	7/64		
Amendment to Chapter 58, 8 AR, to cover expansion of Departmental Appeals System to include Schedule A employees in GS-9 and below, who are subject of adverse personnel action.	Blaker	10/63		
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OP-1 U. S. DEPARTMENT OF AGRICULTURE	1. Classification
V V0	5 : Category: Personnel Management
PROJECTED WORK PLANS and :2. Date	of Report :3. Project No.
MANAGEMENT IMPROVEMENT PROJECT REPORT : 6,	/26/63 :OP-601
4. Project Title : Project Objective: Evaluation	on, control, Dissemination of information pertaining
to security/loyalty matters;	safeguards for classified matters; issuance of
Security Process security clearances where rec	quired.
5. Type of Report	: 6. Time Schedule (Dates)
	:Initiation :Completion of Study: Installation
/ / Proposal /x / Initial / / Interim / / Implementation	
7. Submitted by:	:8. Approved for Agency (Signature)
John E. Francis, Chief, Security & Employee Conduct Div.	: Carl & Bames.
11. Cost Data	:9. Title
	: Director of Personnel
	: Assigned : Target: Progress as of : Progress as of
	: To : Date : 12/31 : 6/30
10. Project Plan Data	
1. FBI Reports	
a. Evaluation and/or dissemination of FBI reports	Tiple Contin
re security/loyalty matters.	: Fisk :Continu:
	: ;ing ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
 Reports cross-referenced, indexed, summarized and referred to appropriate Department officials 	: Clerical :
for action or information. These reports pertain	•
to farm organizations and individuals whose	· Stall
activities have a bearing on agricultural matters.	
decivities have a searing on agricultural maccors.	
2. Security Inspections	: Steuer- :Continu:
Security inspections will be made as regularly as	: wald :ing
possible of all Department offices and facilities	
maintaining classified material.	
3. National Agency Checks and Inquiries.	: Cornell :Continu:
a. Review of National Agency Checks and Inquiries	ing
referred by the Civil Service Commission on new	
employees, which contain reports of investigations	5 :
or summaries of reports, and cases involving	:
sex offenses and/or financial dishonesty.	: :
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Supplemental Sheet OP-601	: Assigned : To	: Target Progress as of : Date : 12/31	: Progress as of
Project Plan Data	:		: 0730
 Referral of such National Agency Checks and Inquiries to Department agencies for appropriate action, including removals or disciplinary action where necessary. 	Cornell	Continu- ing	:
4. Security Clearances	•	Continu- ing	:
a. Access to Classified Material.	:	:	•
(1) Serve as Department Security Officer and Executive Secretary of the Department Security Committee.	Francis	11 : : : : : : : : : : : : : : : : : :	: : :
(2) Submit appropriate requests to the Civil Service Commission for investigations under Executive Order 10450 for security clearance	Cornell	"	•
cases. Review reports of investigation, analyze, issue security clearance; discuss with agency officials where necessary. Submi adverse cases to the Department Security Committee. Interview employees. Issue certificates to occupy sensitive positions.	Anderson		
Maintain records of sensitive positions and all security clearances issued.	Service Unit	:	•
(3) Review supplemental reports of investigation concerning employees who have been processed under Executive Order 10450 to determine necessary action or advice to Department officials.		11	: : : : : : : : : : : : : : : : : : : :
(4) Continuing review of investigative files of employees to determine adequacy of security file based on standards of Executive Order 10450. Request agencies to submit current security forms in order to forward to the Civil Service Commission for full field investigation.	Anderson	Continu- ing	:
		:	•



	Supplemental Sheet OP-601	: Assigned	_	Progress as of	: Progress as of
Projec	t Plan Data	: To	: Date :	12/31	: 6/30
		:	Continu		•
4. 0.	Foreign Travel/International Conferences. Process necessary checks to issue security clearance for individuals (employees and non-employees) to perform official foreign	Cornell	ing		:
	travel for the Department and/or to attend International Conferences. Where required issue certification to State Department for such travelers.	•			:
c.	Agricultural Advisory Committees.	Francis &	Continu-		:
	Clearance of candidates for appointment to these Committees established by the Secretary. Notification to appropriate Department officials by telephone and memorandum that this office has no objection to proposed appointments or notice re adverse information disclosed in order that determination may be made concerning proposed appointment.				
d.	Government Employees Training Act.	Steuer-	Continu- ing		•
	Clearance must be given by this Division for all individuals who are to provide training or who will serve as instructors.	Newhall			
	(1) Name check of Security Index of the Civil Service Commission.	•	: :		
	(2) Notice to agency that instructor may proceed with training or if record is not clear, to make other arrangements, as instructor may not be paid unless clearance is processed.				
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		Supplemental Sheet OP-601	: Assigned : To	: Target: : Date:		: Progress as of
0. Project	Plan	Data	:	: ,	12/31	: 6/30
			:	:		:
e.	Fore	ign Visitor Clearance Program	Francis &	:Continu ²		:
			Anderson	ing :		•
	(1)	Maintain liaison with FBI, CIA, State		:		:
		Department, FAS and ARS on all foreign	•	:		•
		visitors to keep them informed concerning	:	•		•
		data on such visitors, itineraries and changes, proposed visits to Agricultural		•		
		installations; and clear technical	•	:		•
		leaders who will escort such visitors	:	: :		
		throughout the United States.	:	:		•
			•	:		:
		A. Discussions are being held to arrive	•	1/64		:
		at workable procedure for clearance	•	•		•
		of such visitors under Public Law 480.	:			•
4. f.	Liai	son Activities	Francis &	Continu-		:
			Steuer-	ing		•
	(1)	Maintain liaison contact with CSC, FBI and	wald	:		•
		other Government investigative agencies on				•
		security matters. Serve as coordinating				•
		point with intelligence activities of		•		•
		Government and constitutent agencies of the Department.		•		•
		the bepartment.		:		•
	(2)	Coordination of intelligence activities in	Francis &	Continu:		•
		matters concerning this Department with	Steuer-	ing :		•
		CIA, FBI, State Department and Department	wald :	•	,	
		of Defense activities. (Individual cases	•	•	;	0
		classified; cannot discuss here.)	•	:	;	
	(3)	Keep the Secretary and staff personally	Francis &	Continu:		
	(-)	advised of these activities.	Steuer- :			
			wald :	:		
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Supplemental Sheet OP-601	: Assigned : To	: Target: : Date:		: Progress as o: 6/30
. Project Plan Data	:	: ;	22/02	:
	•			•
	•	: :		•
5. Regulations	•	: :		•
	:	:		•
 a. Appropriate regulations to be issued for Title 8 AR to cover personnel actions during national 	Blaker	:4/64		•
disaster situation with respect to security	•	: :		:
procedures during such a period.	•	: :		
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OP-1 U.S. DEPARTMENT OF AGRICULTURE		1. Classification					
	No. 5						
	2. Date 0 6/26/	of Report		:3. Project No. :OP-602			
MANAGEMENT IMPROVEMENT PROJECT REPORT :	0/20/	0.0	······································	:OP- 002			
4. Project Title : Project Objective:							
Suitability for Employment - Maintain standards of Chapter 13, Title 8 AR Civil Service Commiss			ernment e	mployment; impleme	ent the		
5. Type of Report		÷ • • • • • • •		ime Schedule (Date			
/ / Proposal /X / Initial / / Interim / / Impleme	ntation	:Initiation 7/1/63		oletion of Study:	Installation		
7. Submitted by: John E. Francis, Chief, Security & Employee Conde	uct Div.	:8. Approve	d for Ager	ncy (Signature) S.B.A.n.v.			
ll. Cost Data		:9. Title	Director	of Personnel			
		Assigned	: Target:	Progress as of	: Progress as of		
		: To	: Date :	12/31	: 6/30		
10. Project Plan Data		:	: :				
		:	:		•		
Revision of regulations. Chapter 13, Title 8 AF	ι.	Arliss	9/1/63		:		
Conformity to Civil Service Commission standards		Arliss	9/1/63		•		
Review and advice on agency actions.		Arliss	9/1/63				
Sex perversion and financial dishonesty.		Arliss	9/1/63		•		
Flagged records, review for approval		Arliss	9/1/63		:		
Veterans with other than honorable discharge		Blaker	9/1/63		:		
Persons separated from prior employment for misc	onduct	Arliss	9/1/63		•		
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OP-1 U. S. DEPARTMENT OF AGRICULTURE	Ma E	l. Classification Category: Personnel Management					
• • • • • • • • • • • • • • • • • • • •	No. 5		ry: rer	rsonnel Management			
PROJECTED WORK PLANS and : MANAGEMENT IMPROVEMENT PROJECT REPORT :	2. Date of June 2	6, 1963		:3. Project No. :Op_ 603			
The state of the s							
112				eliminate conflict	of		
Conduct and Ethics in interest, and furnish	advice to	agencies o	on such ma	tters.			
Government Employment							
5. Type of Report		•	6. Ti	ime Schedule (Date	s)		
· · ·		Initiation 7/1/63		oletion of Study:			
/ / Proposal / X / Initial / / Interim / / Impleme	entation :	7/1/63	:	:			
 Submitted by: John E. Francis, Chief, Security & Employee Cond 		8. Approve	d for Ager	ncy (Signature)			
ll. Cost Data		9. Title	D.				
			Director	of Personnel			
	:	Assigned		Progress as of	: Progress as of		
		То	: Date:	12/31	: 6/30		
10. Project Plan Data		•	:		•		
	•		•		•		
Personnel memorandums on gifts, conflicts of interest	t	Arliss	8/1/63		•		
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evelop instructions re advisers and consultants.	•	Arliss	Continu-		•		
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Evaluation and advice on agency referrals of question	ns on	Arliss	Continu-		•		
conflict of interest, outside employment.			ing		•		
ollow up and audit agency action on Office of the Ir	ngpector	Arliss	Continu-		•		
General's reports of employee misconduct.	usbector :	WITTER	ing		•		
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OP-1 U. S. DEPARTMENT OF AGRICULTURE : 5-63 Office of Personnel :	No. 5	: Catego		sonnel Management	
	2. Date o		ry. rer	:3. Project No.	,
MANAGEMENT IMPROVEMENT PROJECT REPORT :	June 2	26, 1963		:OP - 604	
4. Project Title : Project Objective:				101 - 11	
in oject ittle in oject objective.					
Political Activity . Apply Hatch Act and ur	niform Dep	partment pol	licy		
5. Type of Report		:	6. Ti	me Schedule (Date	es)
		:Initiation	:Comp	letion of Study:	Installation
/ / Proposal / X / Initial / / Interim / / Impleme	ntation	: 7/1/63	:		
7. Submitted by:		:8. Approve	d for Ager	cy (Signature)	
John E. Francis, Chief, Security & Employee		: (0	arles	-Danne	
ll. Cost Data		:9. Title	Director	of Personnel	
		: Assigned	: Target:	Progress as of	: Progress as of
		: To	: Date:	12/31	: 6/30
10. Project Plan Data		•	: :		÷ .
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Holding local office by employees.		Arliss	Continu-		•
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Contributions.		:			
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Chapter 57 - Title 8 AR - Political Activity		Arliss	Continu-		•
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Replies to Congressional inquiries about Secretar	y's	Arliss	Continu-		
regulations on state and county ASC employees.		•	ing		•
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